

Nalanda Open University
Annual Exam-2020
Post Graduate Diploma in Financial Management (PGDFM)
Paper-I (Financial Decision Making)

Time: 3.00 Hrs.

Full Marks: 80

*Answer any **Five** Questions. All questions carry equal marks.*

1. Explain in brief the micro and macro-economic factors affecting financial decisions.
2. Define financial management. Discuss its nature and scope.
3. Write a short note on positive and negative aspects of investment decision.
4. Define leverage. Discuss its types.
5. Describe framework for Capital Structure.
6. Define inflation. Discuss its impact on financial market returns.
7. What is Share ? Discuss different types of share.
8. Define term loan Discuss its features.
9. Describe in brief in internal sources of finance.
10. Discuss about securities required in bank finance.

Nalanda Open University
Annual Exam-2020
Post Graduate Diploma in Financial Management (PGDFM)
Paper-II (Working Capital Management)

Time: 3.00 Hrs.

Full Marks: 80

*Answer any **Five** Questions. All questions carry equal marks.*
किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. Discuss the objective of working Capital Management.
2. What is Working Capital Policy ? Discuss its types.
3. Discuss the short terms sources of working Capital.
4. Discuss in brief the different areas of working capital management.
5. What is a Commercial paper ? Discuss its advantages and disadvantages.
6. What is bank financing ? Discuss the different forms of bank financing.
7. What is the role and need of liquidity in business ? Discuss and explain the functions of Cash management .
8. Discuss the merits and demerits of 'too-liberal' and 'too-strict' Credit Sales policy.
9. What is inventory management ? Discuss its need.
10. Define the Concept of working Capital discuss its types.

Nalanda Open University
Annual Exam-2020
Post Graduate Diploma in Financial Management (PGDFM)
Paper-III (Management Control System)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.

1. What do you understand by management Control System ? Why management Control System is important and for an organisation.
2. Explain in detail various approaches to management Control System.
3. Discuss in details various types of organisations. What are their advantages and disadvantages.
4. Explain different types of responsibility centrers.
5. Discuss in details various types of audits.
6. Discuss different types of budgets in details.
7. Describe various methods of project planning and scheduling.
8. What is transfer pricing ? What are its advantages and disadvantages ?
9. Explain various tools of performance management system.
10. What are the features of Control process ? Explain various steps of management control process.

Nalanda Open University

Annual Exam-2020

Post Graduate Diploma in Financial Management (PGDFM)

Paper-IV (Security Analysis and Portfolio Management)

Time: 3.00 Hrs.

Full Marks: 80

*Answer any **Five** Questions. All questions carry equal marks.*

1. Describe marketable securities and State key features of equity Securities.
2. Define Capital Market. Give some examples of Capital market transactions.
3. Define secondary market and throw light on its relationship with primary market.
4. Throw light on asset and demand supply.
5. Explain the objectives of investment.
6. What is debenture? Explain the different types of debenture.
7. Discuss the arbitrage pricing theory.
8. Explain various dimensions of financial analysis.
9. Explain the advantages and disadvantages of speculation.
10. Write notes on any two of the following:-
 - (a) Preference share
 - (b) Government securities
 - (c) Principal-agent Investment Problems

Nalanda Open University
Annual Exam-2020
Post Graduate Diploma in Financial Management (PGDFM)
Paper-V (International Financial Management)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.

1. Discuss the importance of International Financial Management.
2. Define risk. How risk is associated with Cost of Capital ?
3. Write a note on speculation with options.
4. Define tax. Discuss its type.
5. Discuss financial and non-financial factors in Capital budgeting.
6. Critically examine the role of World Bank in providing finance to Multinational Corporation.
7. Write an essay on Currency options in India.
8. What is International Finance ? Discuss the sources of International Finance.
9. What is the concept of FDI ? Discuss the strategy for FDI.
10. Write notes on any two of the following :-
 - (a) Exchange rate
 - (b) Inventory management
 - (c) Equity Swap

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Nalanda Open University
Annual Exam-2020
Post Graduate Diploma in Financial Management (PGDFM)
Paper-VI (Management of Financial Services)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.

1. Define financial market. Discuss its types.
2. Distinguish between Capital market and money market.
3. What is mutual fund ? Discuss types of mutual fund.
4. Define lease. Discuss its types.
5. Discuss advantages and problems of Indian money market.
6. Discuss the role of international monetary fund.
7. Describe in brief the financial services of financial institutions.
8. Distinguish between financial sectors and non-bank financial sector.
9. Discuss the role of Housing Development and Financial Corporation.
10. Write notes on any two of the following :
 - (a) Financial information
 - (b) Credit rating
 - (c) Future trading



Nalanda Open University

Annual Exam-2020

Post Graduate Diploma in Marketing Management (PGDMM)

Paper-I (Fundamentals of Marketing Management)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.

1. Define Marketing Management ? What are the importance of Marketing Management.
2. Describe the functions of a Marketing Manager.
3. Define market segmentation. What are its benefits ?
4. Throw light upon Economic model of Consumer behaviour.
5. What is meant by marketing environment ? Explain the factors affecting marketing environment.
6. Discuss the Do's and Dont's for trade and industry.
7. Define packaging. What are tis functions and Kinds ?
8. Describe the role of discount, Rebate etc. in price determination.
9. Define retailer. Explain the different types of retailers.
10. Write notes an any two of the following.
 - (i) PRODUCT
 - (ii) Marketing research
 - (iii) Types of Wholeseller

Nalanda Open University
Annual Exam-2020
Post Graduate Diploma in Marketing Management (PGDMM)
Paper-II (Consumer Behaviour)

Time: 3.00 Hrs.

Full Marks: 80

*Answer any **Five** Questions. All questions carry equal marks.*

1. Explain the nature of Consumer behaviour.
2. How does Consumer behaviour affects marketing decisions ?
3. Explain the various advantages and disadvantages of market segmentation.
4. What is meant by 'Perception' ? What factors influence perception ? Explain.
5. What is the concept of motivation ? Discuss the nature and characteristics of motivation.
6. What is the concept of 'Attitudes' ? How do attitudes affect behaviour.
7. How social class affects the Consumer buying behaviour ?
8. What are the factors which influence the buyers behaviour ?
9. Explain the characteristics of Opinion Leadership.
10. How does culture affects globalization ?



Nalanda Open University

Annual Exam-2020

Post Graduate Diploma in Marketing Management (PGDMM)

Paper-III (Marketing Communication and Advertising)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.

1. Define Marketing Communication. Explain the process of marketing Communication.
2. Discuss the role of sampling in marketing research process.
3. Describe the different methods of marketing research.
4. What are the objectives of advertising ?
5. What is the role of advertisement ?
6. Describe the process of developing advertising campaign.
7. Discuss the merits and demerits of different types of media ?
8. Discuss the importance of 'The Big Idea'.
9. What are the benefits of direct marketing ?
10. What is the purpose of Sales promotion ?

Nalanda Open University

Annual Exam-2020

Post Graduate Diploma in Marketing Management (PGDMM)

Paper-IV (Sales, Distribution and Retail Management)

Time: 3.00 Hrs.

Full Marks: 80

*Answer any **Five** Questions. All questions carry equal marks.*
किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. What are the roles of Sales Person and Sales Management ?
2. Describe the procedure for selection of right type of Salesman.
3. What is the benefit of Psychological tests ? Why and where are they used ?
4. Describe the characteristics of a Compensation plan ?
5. How can we improve Supervision of employees ?
6. Describe various motivational theories.
7. What is marketing channel. What are the different types of marketing channel.
8. Describe in detail about retailing in India.
9. Describe in detail about the foreign direct investment of retail in India ?
10. What is store management ? How do we do it effectively ?



Nalanda Open University
Annual Exam-2020
Post Graduate Diploma in Marketing Management (PGDMM)
Paper-V (Marketing of Services)

Time: 3.00 Hrs.

Full Marks: 80

*Answer any **Five** Questions. All questions carry equal marks.*

1. Explain marketing mix as a tool of marketing strategy.
2. What do you mean by marketing of services ? What are the Service Characteristics ?
3. What is the role of Customer Relationship Management in delivering a customer relationship strategy.
4. Explain purchase process for Services.
5. Explain Competitive positioning and its types.
6. Discuss customer feedback and recovery.
7. What are the main tools of improving service productivity ?
8. Discuss the different methods of service delivery.
9. Discuss the technological support for effective services marketing.
10. Write notes on any two of the following:
 - (a) Objective of Service Pricing
 - (b) e-Commerce
 - (c) Locational and Time of Delivery

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Nalanda Open University
Annual Exam-2020
Post Graduate Diploma in Marketing Management (PGDMM)
Paper-VI (International Marketing)

Time: 3.00 Hrs.

Full Marks: 80

*Answer any **Five** Questions. All questions carry equal marks.*

1. Define and discuss the idea of global orientation.
2. What is International Marketing and discuss the International Marketing Decision Factors.
3. Explain the cultural and social Forces in International Marketing.
4. What is political environment? What are its major components?
5. Differentiate between a free trade area and a common market. Explain the marketing implications of the differences.
6. Explain joint venture. Discuss its significance in International Market Strategies.
7. What were the purposes for which IMF and World Bank were established?
8. What is research design? Discuss its measurement.
9. What do you mean by regulatory document? Discuss its components.
10. Write notes on any two of the following:–
 - (a) Marketing mix.
 - (b) Bill of Lading.
 - (c) Import Licencing Procedures.

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Nalanda Open University
Annual Examination - 2020
Post Graduate Diploma in Hindi English Translation (PGDHET)
Paper-I (अनुवाद प्रकृति और परम्परा)

Time: 3.00 Hrs.

Full Marks: 80

*Answer any **Five** Questions. All questions carry equal marks.*
किन्हीं पाँच प्रश्नों के उत्तर लिखिए । सभी प्रश्नों के अंक समान हैं ।

1. अनुवाद की परिभाषा देते हुए अपने विचार दीजिए कि अनुवाद पूर्णतः मूल की भाँति हो सकता है ?
2. विश्व के सांस्कृतिक सेतु के रूप में अनुवाद के महत्त्व को प्रतिपादित कीजिए ।
3. अच्छे अनुवाद के गुणों पर प्रकाश डालिए ।
4. अनुवाद की वर्तमान स्थिति पर प्रकाश डालिए ।
5. अनुवाद सिद्धान्त पर भारतीय चिंतकों की भूमिका पर प्रकाश डालिए ।
6. अनुवाद के पाश्चात्य इतिहास पर प्रकाश डालिए ।
7. अनुवाद और विज्ञान के सम्बंधों की विवेचना कीजिए ।
8. अनुवाद का वाक्य विज्ञान से सम्बन्ध स्थापित कीजिए ।
9. निम्नलिखित अवतरणों का अंग्रेजी भाषा में अनुवाद कीजिए :-

प्रिजनर्स एक्ट, 1894 [अधिनियम 'IX' 1894] की धारा 3 की उपधारा (i) एवं प्रिजनर्स एक्ट, 1900 [अधिनियम (iii)1900] की धारा (2) के खण्ड (ख) के अन्तर्गत प्रदत्त शक्तियों के अधीन बिहार सरकार मधुबनी जिलान्तर्गत जिला मुख्यालय, मधुबनी (रांटी) थाना मधुबनी के क्षेत्राधिकार के अन्तर्गत मण्डल कारा हेतु नवनिर्मित भवन को कैदियों के निरोध के लिए 23 फरवरी, 1992 से प्रिजन (कारागार) एवं मंडल कारा घोषित करते हैं ।

10. निम्नलिखित अवतरण का हिन्दी-भाषा में अनुवाद कीजिए :-

The Armed Forces Personnel who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribe for direct recruits under column 8 shall also to be considered. If selected, such officers will be given deputation terms upto the date on which they are due to release from the Armed Forces: thereafter they may be continued on re-employment terms.

Nalanda Open University
Annual Examination - 2020
Post Graduate Diploma in Hindi English Translation (PGDHET)
Paper-II (अनुवाद के सिद्धांत)

Time: 3.00 Hrs.

Full Marks: 80

किन्हीं पाँच प्रश्नों के उत्तर लिखिए । सभी प्रश्नों के अंक समान हैं ।

1. अर्थ सम्प्रेषण सिद्धान्त एवं प्रभाव समता सिद्धांत का परिचय दीजिए ।
2. अनुवाद की सहायक सामग्री के रूप में विभिन्न कोशों का परिचय देते हुए महत्त्व पर प्रकाश डालिए ।
3. पाठ विश्लेषण एवं लक्ष्य भाषा में रूपान्तरण का परिचय दीजिए ।
4. अनुवाद की प्रकृति के आधार पर अनुवाद के विभिन्न प्रकारों का उल्लेख कीजिए ।
5. अनुवाद की भाषागत समस्याओं का उल्लेख कीजिए ।
6. अनुवाद की आवश्यकता पर एक लेख लिखिए ।
7. अनुवाद में शैली सम्बंधी समस्याओं पर प्रकाश डालिए ।
8. निम्नलिखित पर टिप्पणी लिखिए –
(क) मुहावरों और लोकोक्तियों का अनुवाद
(ख) भावानुवाद
9. अनुवाद के विभिन्न प्रकारों का परिचय दीजिए ।
10. निम्नलिखित गद्यांश का हिन्दी में अनुवाद कीजिए—

With the monsoon, the tempo of life and death increases. Almost overnight, grass begins to grow and leafless trees turn green. Many insects are born out of nothing. At night, myriads of moths flutter around lamps. They fall in everybody's food and water. Inside rooms, the hum of mosquitoes is maddening. People spray clouds of insecticide and the floor becomes a layer of wriggling bodies and wings.

The monsoon is not like ordinary rain which comes and goes. Once it is on, it stays for three to four months. its advent is greeted with joy.

Nalanda Open University
Annual Examination - 2020
Post Graduate Diploma in Hindi English Translation (PGDHET)
Paper-III (भाषा-भाषिकी और अनुवाद)

Time: 3.00 Hrs.

Full Marks: 80

किन्हीं पाँच प्रश्नों के उत्तर लिखिए । सभी प्रश्नों के अंक समान हैं ।

1. भाषा परिवर्तन के कारणों पर प्रकाश डालिए ।
2. बोली और भाषा का अंतर स्पष्ट कीजिए ।
3. द्विभाषिकता से क्या समझते हैं ? सविस्तार वर्णन कीजिए ।
4. भाषा में लाक्षणिक प्रयुक्ति के महत्व पर प्रकाश डालिए ।
5. भाषा में मुहावरों तथा कहावतों की उपादेयता पर विचार कीजिए ।
6. अनुवाद की प्रक्रिया को संक्षेप में प्रस्तुत कीजिए ।
7. अर्थ की समतुल्यता के सिद्धांत पर प्रकाश डालिए ।
8. हिन्दी की स्वर व्यंजन ध्वनियों का परिचय दीजिए ।
9. व्यतिरेकी विश्लेषण की परिभाषा देते हुए अनुवाद में इसके उपयोग पर प्रकाश डालिए ।
10. निम्नलिखित अवतरणों का हिन्दी में अनुवाद कीजिए :-
 - (क) "My new religion for India would be primarily based on the work ethic. We have an opt motto which needs to be put into effect : aram haram hai. It will provide leisure-time to recoup energy to resume work which yields material benefits. We must not waste time because time is precious."
 - (ख) In golden times India was not a petty minded or narrow minded nation feeling jealous of other countries. Many portions of the ancient history of India has been a testimony to the fact that India not only had friendly relations with other countries but was centre of international culture and commerce. There is no doubt that India has always been so strong and powerful that she could firmly maintain those principles which formed the bases of her original greatness.

Nalanda Open University
Annual Examination - 2020
Post Graduate Diploma in Hindi English Translation (PGDHET)
Paper-IV (अनुवाद के साधन और प्रयोग)

Time: 3.00 Hrs.

Full Marks: 80

किन्हीं पाँच प्रश्नों के उत्तर लिखिए । सभी प्रश्नों के अंक समान हैं ।

1. शब्दकोश किसे कहते हैं ? उसके प्रकारों का परिचय दीजिए ।
2. वैज्ञानिक तकनीक शब्दावली आयोग द्वारा प्रकाशित पारिभाषिक शब्दकोशों का परिचय दीजिए ।
3. कोश से वणानुक्रम का विन्यास कैसे होता है? स्वर और व्यंजन दोनों से बने शब्दों का क्रम अलग-अलग बताइये ।
4. कोश देखने की विभिन्न विधियों का उल्लेख कीजिए ।
5. अनुवाद में कम्प्यूटर की उपयोगिता पर प्रकाश डालिए ।
6. पारिभाषिक शब्दावली निर्माण के सिद्धांतों पर प्रकाश डालिए ।
7. 'प्रशासन' से क्या समझते हैं ? प्रशासनिक विषयों के अनुवाद की प्रविधि का उदाहरण सहित उल्लेख कीजिए ।
8. संसदीय साहित्य के अन्तर्गत आने वाले साहित्य के अनुवाद के लिए अपनाई जाने वाली प्रविधि का विश्लेषण कीजिए ।
9. टिप्पणी लिखिए—
 - (क) अनुवाद का व्यवहारिक रूप
 - (ख) शब्दों के हिन्दी पर्याय लिखिए :-
Agreement, Certified copy, grant, legal, trial, Electorate, Natural justice, Damage.
10. अनुवाद में अपनायी जाने वाली, सावधानियों पर विचार कीजिए :-

Nalanda Open University
Annual Examination - 2020
Post Graduate Diploma in Hindi English Translation (PGDHET)
Paper-V (अनुवाद के स्वरूप)

Time: 3.00 Hrs.

Full Marks: 80

प्रत्येक खंड से कम से कम दो-दो प्रश्नों का चयन करते हुए कुल पाँच प्रश्नों के उत्तर लिखिए । सभी प्रश्नों के अंक समान हैं ।

खंड-क

1. प्रशासनिक अनुवाद की आवश्यकता एवं उसके स्वरूप पर प्रकाश डालिए ।
2. बैंकों के ग्राहक सम्बंधी सामग्री का परिचय दीजिए ।
3. सारानुवाद से आप क्या समझते हैं ? इसकी आवश्यकता पर प्रकाश डालते हुए उसके प्रयोग क्षेत्र की चर्चा कीजिए ।
4. आशु अनुवाद की उपयोगिता पर विचार करते हुए उसकी विशेषताओं का उल्लेख कीजिए ।
5. अनुवाद के मूल्यांकन से आप क्या समझते हैं ? उसके स्वरूप पर प्रकाश डालिए ।
6. नीचे दिए गए अंग्रेजी पाठ और उसके अनुवाद को मिलाइए । आवश्यकतानुसार सुधार करते हुए पुनरीक्षण कीजिए :-

मूल पाठ :

This is the person who will help you to translate into practice the principles and acknowledge that you would have acquired through the first three courses of this Diploma.

अनूदित पाठ :

यह वह व्यक्ति होता है जो इस डिप्लोमा के पहले तीन कोर्सों के अध्ययन प्राप्त ज्ञान एवं सिद्धान्तों के अनुवाद में अभ्यास के दौरान आपकी सहायता करेगा ।

खंड-ख

7. निम्नलिखित संक्षिप्तियों (Abbreviations) को अंग्रेजी तथा हिन्दी शब्दों में स्पष्ट कीजिए ।
(i) DD (ii) T/R (iii) R/C (iv) FDR
8. अंग्रेजी वाक्यांशों का हिन्दी में अनुवाद कीजिए –
(i) For favour of necessary action
(ii) In anticipation of your approval
(iii) Vide letter No.
(iv) With regards
(v) Is hereby informed
(vi) It may be treated as urgent
(vii) I beg to submit
(viii) For guidance
9. निम्नलिखित मुहावरों का हिन्दी में अनुवाद कीजिए –
(i) Strike the iron when it is hot
(ii) As you sow, so you reap
(iii) Barking dogs seldom bite
(iv) Something is better than nothing
(v) No pains no gain
(vi) Let bygones by bygones
(vii) Might is right
(viii) Make hay while the sun shine
10. निम्नलिखित हिन्दी शब्दों का रोमन लिपि में लिप्यंतरण कीजिए –
(क) देवनागरी, पुण्यात्मा, अंधकार, स्वागत, सम्मेलन, महाभारत, नायक, निमंत्रण
(ख) निम्नलिखित अंग्रेजी-शब्दों का देवनागरी लिपि में लिप्यंतरण कीजिए –
University, Congratulations, Wealth, Fortune, Seldom, Invention, Literature, Faithful.

Nalanda Open University

Annual Exam-2020

Post Graduate Diploma in Human Resource Management (PGDHRM)

Paper-I (Management Process)

Time: 3.00 Hrs.

Full Marks: 80

*Answer any **Five** Questions.*

1. Define management and describe its features.
2. What is the Contributions of Human Relations Approach towards management thought ?
3. What are the steps of planning in a dynamic environment ?
4. What are the difference between Leader and Manager ?
5. Explain the importance of decision-making in management.
6. State the various advantages and disadvantage of decentralisation.
7. Explain the meaning and principles of Co-ordination.
8. What do you mean by Controlling ? Identify its importance in business organisation.
9. Explain the various theories of motivation in brief.
10. "Communication is sharing of understanding." Discuss this and bring out the process of Communication.

Nalanda Open University

Annual Exam-2020

Post Graduate Diploma in Human Resource Management (PGDHRM) Paper-II (Human Resource Planning and Development.)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions.

1. What is the objectives of Human Resource Management and Human Resource Development ? Discuss.
2. Explain in detail various process and methods of Human Resource Planning.
3. Discuss briefly different types of internal and external recruitment.
4. Explain in detail the purpose and methods of Management Development Programme.
5. What is meant by separation ? Explain different kinds of separation.
6. What do you mean by remuneration ? Explain the objectives and principles of Wage and Salary.
7. What do you know about grievance ? What is the potential causes of grievance ?
8. Discuss different roles of Human resource Manager.
9. "Training makes an employee more efficient and productive." Justify this statement.
10. Write notes on any two of the following.
 - (a) Differential placement
 - (b) Rowan premium scheme
 - (c) Co-partnerships

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Annual Exam-2020

Post Graduate Diploma in Human Resource Management (PGDHRM) Paper-III (Management Training and Development.)

Time: 3.00 Hrs.

Full Marks: 80

*Answer any **Five** Questions.*

1. Differentiate (i) Training, (ii) Development and (iii) Education.
2. Does training play a vital role in the personal development of an employee ?
3. What is the role of training in the organisational development ?
4. Write about the role of a training manager in the organisation.
5. What are the benefits of training for an Organisation ?
6. Describe training plan of an organisation.
7. Define the word "Self development" ? How self development help us to achieve our professional goals ?
8. What do you understand by Training Programme Evolution ? What are the vital aspects of any Training Programme Evolution.
9. What is the necessity of Training and Development in the present scenario of India.
10. Write notes on any two of the following.
 - (a) Needs of Training
 - (b) On-the-job training
 - (c) Skill based Learning Sessions

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Annual Exam-2020

Post Graduate Diploma in Human Resource Management (PGDHRM) Paper-IV (Labour and Social Security Legislations)

Time: 3.00 Hrs.

Full Marks: 80

*Answer any **Five** Questions.*

1. Define the terms : Adolescent, Manufacturing process, Factory and worker.
2. Define the terms : Mines, Open Cast working, Owner.
3. State the provisions regarding prohibition of employment of Children in Certain occupations and processes under the Act.
4. Explain the main provisions regarding issue of appointment letter and different leaves under the Sales Promotion Employees Act 1976.
5. Write short notes on Apprentice and Apprenticeship training.
6. Explain the object and scope of the Industrial Employment Act, 1946.
7. What is Social Security ? What are its methods ?
8. Explain employers liability to pay compensation to an employee.
9. Explain the scope and object of the Maternity Benefit Act, 1961
10. Write notes on any two of the following :
 - (a) Sales Promotion employees
 - (b) Establishment
 - (c) Continuous Service

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Annual Exam-2020

Post Graduate Diploma in Human Resource Management (PGDHRM) Paper-V (Organizational Behaviour)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions.

1. Define Organisational Behaviour ? Explain in detail the contribution of disciplines to OB.
2. Explain the actual decision making process in an organisation.
3. What is the concept of motivation ? Explain Maslow's theory of needs.
4. Explain the model of Stress.
5. What are the ingredients required to make an effective team?
6. Explain the key elements that determine the structure of the organisation.
7. Explain in details the theories of leadership.
8. Define conflict. Explain various types of conflicts ?
9. Discuss the differences between product and functional organisation.
10. Write notes on any two of the following :
 - (a) Organisational Constraints
 - (b) Organisational Commitment
 - (c) Cohesiveness

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Annual Exam-2020

Post Graduate Diploma in Human Resource Management (PGDHRM) Paper-VI (Compensation Management)

Time: 3.00 Hrs.

Full Marks: 80

*Answer any **Five** Questions.*

1. Explain various factors Considered in deciding the Compensation package.
2. Critically analyze various theories of wage determination.
3. Discuss the process of job evaluation.
4. Define wage Incentive. What are its advantages.
5. Explain the trends in the design of bonus scheme.
6. What are the main provisions of Minimum Wages Act 1948 ? Discuss in details.
7. Discuss the main provisions of The Payment of Gratuity Act 1972.
8. How the concept of Dearness Allowance evolved over the years ?
9. What are the objectives of Fringe benefit ?
10. Write notes on any two of the following:
 - (a) Types of Compensation
 - (b) Wage plans
 - (c) Types of incentives

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Annual Exam-2020

Post Graduate Diploma in Information and Public Relations (PGDIPR) Paper-I (Communication and Information World An Introduction)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.

किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. संचार के अर्थ से आप क्या समझते हैं ? संचार की विशेषताएँ लिखिए ।
What is the meaning of Communication ? Write about the characteristics of Communication.
2. संचार के कार्यक्षेत्र की चर्चा कीजिए ।
Discuss the scope of Communication.
3. राजनैतिक पत्रकारिता पर प्रकाश डालिए ।
Throw light on the Political Journalism.
4. पत्रकारिता के सामाजिक आयाम पर प्रकाश डालिए ।
Throw light on Social Dimension of Journalism.
5. वायु प्रदूषण की रोकथाम में रिपोर्टर की क्या भूमिका हो सकती है ?
What can be the role to a reporter of Check the Air Pollution.
6. विकास समाचारों के स्रोत की चर्चा कीजिए ।
Discuss the sources of Development News.
7. खोजी पत्रकारिता की अवधारणा को स्पष्ट कीजिए ।
Classify the concept of Investigative Journalism.
8. प्री-पोल ओर एक्जिट-पोल क्या है ?
What are Pre-Pol and Exit-Pol ?
9. इलेक्ट्रॉनिक मीडिया से मानव के सरोकार का वर्णन कीजिए ।
Describe Human relation with Electronic Media.
10. साक्षात्कार की सफलता क्या है ?
What is the Success of Interview ?



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Annual Exam-2020

Post Graduate Diploma in Information and Public Relations (PGDIPR) Paper-II (Indian Constitution, Governance and Media Law)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.
किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. भारतीय नागरिकों के 'मौलिक अधिकारों' का वर्णन कीजिए ।
Describe the 'Fundamental Rights' of Indian Citizen.
2. राष्ट्रपति के कार्यों एवं शक्तियों का विवरण प्रस्तुत कीजिए ।
Discuss the functions and powers of the President.
3. संसदीय शासन प्रणाली का वर्णन कीजिए ।
Describe the parliamentary form of Government.
4. ई-गवर्नेंस क्या है ? इसकी विशेषताएँ लिखिए ।
What is E-Governance ? Write its characteristics.
5. भारतीय दंड संहिता की कुछ महत्वपूर्ण धाराओं का वर्णन कीजिए ।
Discuss some important sections of I.P.C.
6. उन्नीसवीं शताब्दी के प्रमुख प्रेस कानूनों की व्याख्या कीजिए ।
Explain the important Press Laws in 19th Century.
7. सिविल मानहानि के आवश्यक तत्वों पर प्रकाश डालिए ।
Throw light on 'The essential elements of Civil defamation'.
8. 'भारतीय दंड संहिता और प्रेस' पर एक निबंध लिखिए ।
Write an essay on 'Indian Penal code and Press.'
9. भारतीय प्रेस परिषद् के कार्यों की विवेचना कीजिए ।
Examine the functions of Press council of India.
10. अन्तर्राष्ट्रीय आचार संहिता की विवेचना कीजिए ।
Critically examine the International Code of Conduct.

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Annual Exam-2020

Post Graduate Diploma in Information and Public Relations (PGDIPR) Paper-III (Right to Information)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.
किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. समीक्षा कीजिए की सूचना का अधिकार एक नयी प्रभावी पत्रकारिता है ।
Critically examine that "Right to Information is a new effective journalism'.
2. 'सूचना का अधिकार' की विशेषताएँ लिखिए ।
Write the Characteristics of 'Right to Information.'
3. सूचना का अधिकार आन्दोलन, में मीडिया की भूमिका बतलाइये ।
Write the role of Media in Right to Information Movement.
4. केन्द्रीय सूचना आयोग की महत्ता लिखिए ।
Write the importance of Central Information Commission.
5. राज्य सूचना आयोग का गठन कैसे किया जाता है ?
How the state Information commission is constituted ?
6. 'सूचना आयोग और पेनाल्टी' पर एक नोट लिखिए ।
Write a note on 'Information Commission and Penalty.
7. लोक सूचना अधिकारी के कार्यों की विवेचना कीजिए ।
Explain the functions of Public Information Officer.
8. मुख्य सूचना आयुक्त की पदावधि और सेवा शर्तों को लिखिए ।
Write down the terms of office and service conditions of Chief Information Commissioner.
9. सूचना की महत्ता पर प्रकाश डालिए ।
Throw light on the importance of Information.
10. निम्नलिखित पर संक्षिप्त टिप्पणियाँ लिखिए :
Write short notes on the followings:
(a) Application for Information (सूचना के लिए आवेदन)
(b) People and Right to Information (जनता और सूचना का अधिकार)

Nalanda Open University

Annual Exam-2020

Post Graduate Diploma in Information and Public Relations (PGDIPR) Paper-IV (Public Relation : Principles and Practices)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.

किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. जनसम्पर्क प्रक्रिया से आप क्या समझते हैं ? उदाहरण सहित समझाइये ।
What do you understand about Public Relations Process ? Explain with examples.
2. जनमत की प्रभावोत्पादकता पर प्रकाश डालिए ।
Throw light on the effectiveness of Public opinion.
3. जनसम्पर्क के दर्शन को व्याख्यायित कीजिए ।
Explain the Philosophy of Public Relations.
4. सरकार और जनसम्पर्क का सम्बन्ध लिखिए ।
Write the relation between Government and Public Relations.
5. जनसम्पर्क का क्या महत्त्व है ?
What is the importance of Public Relations ?
6. प्रथम विश्वयुद्ध में जनसम्पर्क की क्या भूमिका थी ?
What was the role of Public Relations during Ist Wrold War ?
7. राष्ट्रीय आन्दोलन में जनसम्पर्क की भूमिका पर प्रकाश डालिए ।
Throw light on the role of Public Relations during National Movement.
8. प्रेस सम्मेलन के महत्त्व की चर्चा कीजिए ।
Discuss the importance of Press conference.
9. गृह-पत्रिका की विकास-यात्रा पर एक निबन्ध लिखिए ।
Write an essay on the Development of House Journal.
10. जनसम्पर्क अधिकारी के कार्यों एवं उत्तरदायित्वों पर प्रकाश डालिए ।
Throw light on the functions and liabilities of PRO.

Nalanda Open University

Annual Exam-2020

Post Graduate Diploma in Journalism & Mass Communication (PGDJMC) Paper-I (Introduction to Journalism & Mass Communication)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.
किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. Write the concept of Journalism.
पत्रकारिता की अवधारणा को लिखिए ।
2. Write an article on Rural Journalism.
ग्रामीण पत्रकारिता पर एक लेख लिखिए ।
3. Write main qualities of a journalist.
पत्रकार के मुख्य गुणों को बतलाइए ।
4. Discuss the main Targets of Media.
माध्यमों के प्रमुख उद्देश्यों की चर्चा कीजिए ।
5. Write the characteristics of Investigative Journalism.
खोजी पत्रकारिता की विशेषताएँ लिखिए ।
6. Discuss the elements of communication.
संचार के तत्वों की विवेचना कीजिए ।
7. What do you mean by communication Revolution ?
संचार क्रांति से आप क्या समझते हैं ?
8. What is the importance of Mass Communication in human society ?
मानव समाज में जनसंचार का क्या महत्त्व है ?
9. Discuss the important Theories of Mass Communication.
जनसंचार के प्रमुख सिद्धान्तों की चर्चा कीजिए ।
10. Write the impact of effective communication.
प्रभावशाली संचार के प्रभाव को लिखिए ।



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Annual Exam-2020

Post Graduate Diploma in Journalism & Mass Communication (PGDJMC) Paper-II (Mass Media and Society)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.
किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. Write and introduction of the History of Mass Media.
जनमाध्यमों के इतिहास की भूमिका लिखिए ।
2. Write an essay on the origin and development of News Agency.
समाचार समिति के उद्भव एवं विकास पर एक लेख लिखिए ।
3. Illuminate the traditional Media.
पारंपरिक माध्यमों पर प्रकाश डालिए ।
4. Give detailed introduction of Multimedia.
मल्टीमीडिया के विषय में विस्तृत जानकारी दीजिए ।
5. Write the development of Film Media in India.
भारत में फिल्म मीडिया के विकास को लिखिए ।
6. Write a critical essay on Prasar Bharti.
प्रसार भारती पर एक आलोचनात्मक लेख लिखिए ।
7. Write about the modern tendency of Mass Media.
जनमाध्यमों की आधुनिक प्रवृत्तियों को लिखिए ।
8. Write an essay on 'The New World Communication Order.'
नयी विश्व संचार व्यवस्था पर एक निबंध लिखिए ।
9. Throw light on the Global concept of Newspaper.
समाचार पत्रों की वैश्विक अवधारणा पर प्रकाश डालिए ।
10. What is the relation between Mass Media and Society ?
जनमाध्यम और समाज में क्या सम्बन्ध है ?

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Annual Exam-2020

Post Graduate Diploma in Journalism & Mass Communication (PGDJMC) Paper-III (Reporting, Writing and Editing)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.
किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. What is development reporting ?
विकास रिपोर्टिंग क्या है ?
2. Write the types of News.
समाचार के प्रकारों को लिखिए ।
3. Write with examples Press Release.
'प्रेस-रिलीज' को उदाहरण के साथ लिखिए ।
4. Analyse the credibility of TV News.
टीवी समाचार की प्रामाणिकता का विश्लेषण कीजिए ।
5. What precautions are essential in riot reporting.
दंगा समाचार लेखन में क्या-क्या सावधानी अपेक्षित है ?
6. What is the review of social issues ?
सामाजिक मुद्दों की समीक्षा क्या है ?
7. Discuss the functions of sub-editor.
उपसम्पादक के कार्य बतलाइए ।
8. How can you edit the Press copy ?
प्रेस कॉपी का सम्पादन आप कैसे करेंगे ?
9. Narrate the characteristics of Intro writing.
इन्ट्रो लेखन की विशेषताओं के बारे में बताइये ।
10. What is the importance of Editorial ? Illuminate.
सम्पादकीय का क्या महत्त्व है ? प्रकाश डालिए ।

Nalanda Open University

Annual Exam-2020

Post Graduate Diploma in Journalism & Mass Communication (PGDJMC)

Paper-IV (Public Relation)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.
किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. Clarify the principles of Public Relation ?
जनसम्पर्क के सिद्धान्तों को स्पष्ट कीजिए ।
2. What is the importance of Public Relations Officers ?
जनसम्पर्क अधिकारी का क्या महत्त्व है ?
3. Throw light upon communications importance.
संचार-सम्प्रेषण की आवश्यकता पर प्रकाश डालिए ।
4. What is PR campaign ?
जनसम्पर्क अभियान क्या है ?
5. What was the role of Public Relations in the First World War ?
प्रथम विश्व युद्ध में जनसम्पर्क की क्या भूमिका थी ?
6. How the Public Relations developed in India ?
भारत में जनसम्पर्क का विकास कैसे हुआ ।
7. Write the activities of International PR Union.
अन्तर्राष्ट्रीय जनसम्पर्क संघ की गतिविधि को लिखिए ।
8. Discuss public Relations and consumerism.
जनसम्पर्क और उपभोक्तावाद पर टिप्पणी लिखिए ।
9. Write note on Community Relation.
सामुदायिक सम्बन्ध पर टिप्पणी लिखिए ।
10. What is the role of PRO in voluntary organization ?
स्वैच्छिक संगठनों में जनसम्पर्क अधिकारी की क्या भूमिका है ?

Nalanda Open University
Annual Exam-2020
Post Graduate Diploma in Yogic Studies (PGDYS)
Paper-I (Basic Concept of Yoga)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.
किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. योग क्या है ? इसके प्रमुख मार्गों का परिचय दीजिए ।
What is Yoga ? Show your acquaintance with its main paths.
2. बहिरंग योग तथा अंतरंग योग में अंतर स्पष्ट करते हुए उनके बीच के संबंध की व्याख्या कीजिए ।
Explain the difference and relation between Bahirang yoga and Antarang yoga.
3. यौगिक श्वसन से क्या समझते हैं ? कोरोना से बचाव में इसकी भूमिका को रेखांकित कीजिए ।
What do you understand by 'Yogic Breathing' ? Underline its role in prevention of Corona.
4. भक्ति योग का परिचय दीजिए । भक्ति योग के साधनों का वर्णन कीजिए ।
Show your acquaintance with Bhakti Yoga. Describe the means of Bhaktiyoga.
5. सूक्ष्म शरीर क्या है ? इसके चक्रों के स्वरूप तथा गुणों का संक्षिप्त वर्णन कीजिए ।
What is Astral Body ? Describe the form and qualities of its chakras in short.
6. प्राचीन आश्रम व्यवस्था का पूर्ण विवरण दीजिए । आधुनिक जीवन में इसकी प्रासंगिकता की विवेचना कीजिए ।
Describe the ancient Ashram System in detail. Discuss its relevance in modern life.
7. कर्म योग क्या है ? कर्म के विभिन्न प्रकारों का संक्षिप्त विवरण प्रस्तुत कीजिए ।
What is Karmyoga ? Discuss various kinds of karma in short.
8. आसन तथा व्यायाम में अंतर बताइए । पीछे झुकने वाले किन्हीं दो आसनों का पूर्ण वर्णन कीजिए ।
Point out the differences between Asan and exercise. Describe two backward bending asanas in detail.
9. योग निद्रा क्या है ? इसकी विधि एवं लाभ का वर्णन कीजिए ।
What is Yognidra ? Describe its method and benefitts.
10. किन्हीं दो पर संक्षिप्त टिप्पणी लिखिए :
(क) सात्विक भोजन (Satwik Diet)
(ख) अजपा जप (Ajapa Jap)
(ग) अन्नमय कोष (Annamay Kosha)
(घ) सूत्र नेति (Sutra Neti)



Nalanda Open University
Annual Exam-2020
Post Graduate Diploma in Yogic Studies (PGDYS)
Paper-II (Human Existence and Systems)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.
किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. शरीर के मुख्य तंत्रों के पारस्परिक संबंधों का विवरण दीजिए ।
Describe the interrelation among the main systems of the body.
2. ऊतक क्या है ? पेशियों के विभिन्न प्रकारों का वर्णन कीजिए ।
What is Tissue ? Describe the various types of muscles.
3. स्वायत्त तंत्रिका की बनावट एवं क्रिया का संक्षिप्त विवरण दीजिए ।
Give a short account of structure and functions of autonomic nervous system.
4. श्वसन तंत्र की संरचना एवं क्रिया का वर्णन कीजिए । बाह्य तथा आंतरिक श्वसन से क्या समझते हैं ?
Describe the structure and functions of Respiratory System. What do you understand by external and internal respiration ?
5. मूत्र उत्सर्जन प्रणाली की बनावट एवं क्रिया का संक्षिप्त परिचय दीजिए ।
Give a short account of structure and functions of urine excretion system.
6. अधिक आयु में होने वाले विभिन्न रोगों पर योग के प्रभाव का विवरण प्रस्तुत कीजिए ।
Discuss the effects of yoga on various old age diseases.
7. हृदय के मुख्य रोगों का विवरण दीजिए । योग द्वारा उन्हें नियंत्रित करने की विधि का वर्णन कीजिए ।
Give an account of main diseases of heart. Discuss yogic methods to control them.
8. 'गर्भवस्था में योग के उपयोग' पर एक निबंध लिखिए ।
Write an essay on 'Use of Yoga in pregnancy'.
9. योग चिकित्सा तथा आधुनिक मेडिकल चिकित्सा में अंतर की व्याख्या कीजिए ।
Explain the difference between Yoga therapy and Modern Medical Treatment.
10. निम्नलिखित में से किन्हीं दो पर टिप्पणी लिखिए :
Write notes on any two of the following:
(क) धमनी (Artery)
(ख) मेरू रज्जु (Spinal Cord)
(ग) कोशिका (Cell)
(घ) उदर श्वसन (Abdominal Breathing)

Nalanda Open University

Annual Exam-2020

Post Graduate Diploma in Yogic Studies (PGDYS)
Paper-III (Yoga and Mind)

Time: 3.00 Hrs.

Full Marks: 80

Answer any Five Questions. All questions carry equal marks.
किन्हीं पाँच प्रश्नों के उत्तर दीजिए । सभी प्रश्नों के अंक समान हैं ।

1. मन के आकारात्मक पहलू की अवधारणा पर एक निबंध लिखिए ।
Write an essay on the topographical aspect of mind.
2. अंतर्मुखी तथा बहिर्मुखी व्यक्तित्व के गुण दोषों की विवेचना कीजिए ।
Discuss the qualities and demerits of Introvert and Extrovert personality.
3. योग के अनुसार चेतना के स्तरों का वर्णन कीजिए ।
Describe the stages of consciousness according to yoga.
4. मानव मस्तिष्क की रचना एवं कार्यों का संक्षिप्त विवरण दीजिए ।
Give a brief description of the structure and functions of human brain.
5. मानसिक रोग किसे कहते हैं ? मानसिक रोगों के प्रकारों पर प्रकाश डालिए ।
What is mental disease ? Throw light on the types of mental diseases.
6. उत्साह विषाद मनोविकृति का परिचय दीजिए । इस रोग में योग किस प्रकार उपयोगी हो सकता है ?
Describe Manic Depressive Psychosis. How can yoga be useful in this disease ?
7. प्राणायाम अथवा कर्मयोग के मनोचिकित्सात्मक प्रभाव का वर्णन कीजिए ।
Discuss the psychotherapeutic effects of Pranayama or Karmayoga.
8. सांख्य योग के अनुसार पुरुष, प्रकृति तथा उत्पत्ति की व्याख्या कीजिए ।
Explain Purusha, Prakrirti and Utpatti on the basis of Sankhyayoga.
9. पराहम् के अर्थ, उत्पत्ति तथा कार्यों की विवेचना कीजिए ।
Discuss the meaning, origin, and functions of Super Ego.
10. व्यक्तित्व विकास के जैविक निर्धारकों का संक्षिप्त परिचय दीजिए ।
Describe in brief the biological factors of Personality Development.