

1056

P.G. Diploma in Personnel Management and Labour Welfare
Second Semester

DPM-307: Management of Disciplinary Procedures and Practices

Time allowed: 3 Hours

Max. Marks: 70

NOTE: Attempt five questions in all, selecting atleast one question from each Unit.

x-x-x

UNIT - I

- I. What do you understand by judicial and quasi judicial proceedings and what is its significance in managing indiscipline. (14)
- II. How do you define misconduct? What are its different types and how can them is dealt with legally. (14)
- III. Write notes on the following:-
 - a) Principle of natural justice and reasonable opportunity (7,7)
 - b) Disciplinary proceedings
- IV. What is suspension? What are the implications of suspension on the regular employees? (14)
- V. What is a charge sheet and how is it drafted. Outline the considerations in framing a charge sheet against workers. (14)

UNIT- II

- VI. What are the provisions under industrial disputes Act 1947 with regard to disciplinary proceedings? (14)
- VII. Discuss the legislations relating to grievance handling. Discuss the procedure of managing disputes through grievance handling mechanism. (14)
- VIII. What is collective bargaining? Outline its process in detail outlining its shortcomings. (14)
- IX. Do you think trade unions play any role in managing disputes in today's organizations? (14)
- X. Write notes on the following:-
 - a) Role of industrial tribunals in initiating disciplinary proceedings (7,7)
 - b) Significance of writ jurisdiction

x-x-x