

2 March 23
Sep 2022

Total No. of Questions : 5]

SEAT No. :

P6892

[Total No. of Pages : 2

[5860]-314

Second Year M.B.A.

SC - HRM - 04 : HR OPERATIONS

(2019 Pattern) (Semester - III) (305 HR)

Time : 2½ Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) Figures to right indicate full marks.
- 2) All questions are compulsory.

Q1) Solve any five.

[10]

- a) Explain contents of personnel file.
- b) Explain personnel policy & its types.
- c) Elaborate theory of notional extension.
- d) Explain Notice & Circular.
- e) Explain deduction from salary.
- f) Define Bonus & its eligibility criteria.
- g) What is maximum & minimum bonus?
- h) Explain Termination & dismissal.

[2]

[2]

[2]

[2]

[2]

[2]

[2]

[2]

Q2) Solve any two.

[10]

- a) Mention the circumstances in which employee is disqualified from receiving bonus.
- b) Explain importance of personnel file in human resource administration.
- c) Explain reinstatement in service.

[5]

[5]

[5]

Q3) Solve any one.

[10]

- a) Draft a charge sheet against employees for following misconduct
"Instigating other employees & working below norms".

OR

- b) Explain various challenges faced by modern personnel manager.

P.T.O.

Q4) Solve any one.

[10]

- a) Explain Human Resource Administration state it's objectives, nature & scope.

OR

- b) Define personnel policy. Explain the importance & process of drafting personnel policy.

Q5) Solve any one.

[10]

- a) Write a promotion letter promoting an engineer to the post of Sr. engineer.

OR

- b) Explain all the six benefits under the Employee's State Insurance Act 1948.



8 March 23

Total No. of Questions : 5]

SEAT No. :

[Total No. of Pages : 2

PA-3671

[5946]-314

M.B.A.-II

SC-HRM-04: OPERATION
(2019 Pattern) (Semester-III) (305 HR)

Time : 2½ Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) Draw neat labeled diagram wherever necessary.
- 2) Figure to the right indicate full mark.
- 3) All questions are compulsory.

Q1) Solve any five [10]

- a) Explain structure of personnel department. [2]
- b) Explain importance of maintenance of personnel files & records. [2]
- c) Define gratuity & explain eligibility minimum service condition for gratuity.
- d) Explain personnel policy & its types [2]
- e) Elaborate theory of notional extension. [2]
- f) What is maximum & minimum bonus. [2]
- g) Explain permanent, partial & total disablement arising out of & in course of employment. [2]
- h) Explain deductions from salaries. [2]

Q2) Solve any two [10]

- a) How the compensation calculation is done in case of death & disability. [5]
- b) How the gratuity is calculated in case of retirement & resignation. [5]
- c) Explain reinstatement in service. [5]

P.T.O.

Q3) Solve any one:

[10]

- a) Explain all the 6 benefits under the employee's state insurance act 1948.

OR

- b) Explain Bonus, applicability, eligibility set on & set-off & disqualification of bonus under the payment of Bonus Act 1965.

Q4) Solve any one:

[10]

- a) Explain Human resource administration. State its objectives & nature & scope.

OR

- b) Define personnel policy. Explain the importance and process of drafting personnel policy.

Q5) Solve any one:

[10]

- a) Calculate gratuity total No. of years of service=15 years.

Basic + D.A. = Rs. 35,000/pm.

OR

- b) Calculate minimum & maximum bonus Basic+D.A.=Rs.30,000/- p.a.



18 Jan 2024

Total No. of Questions : 5]

SEAT No. :

P-7907

[Total No. of Pages : 2

[6118]-3013

M.B.A.

**305-HR : SC-HRM-04 : HR OPERATIONS
(2019 Pattern) (Revised) (Semester - III)**

Time : 2½ Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) All questions are compulsory.
- 2) All questions carry equal marks.
- 3) Use of simple calculator is allowed.

Q1) Answer any five out of Eight (2 marks each) : **[10]**

- a) Explain the importance of personal files & records.
- b) Elaborate the theory of notional extension.
- c) Explain the term perquisites.
- d) Explain the concept "Arising out of and in the course of" employment.
- e) Explain the term forfeiture of gratuity.
- f) Explain the term reinstatement in service.
- g) Explain the standard deductions from salary.
- h) Explain the concept of pf.

Q2) Answer any two out of three (5 marks each) : **[10]**

- a) Describe the concept of 'set on and set off' under the payment of Bonus Act.
- b) Differentiate between show cause notice and charge sheet.
- c) Discuss the elements of compensation.

Q3) Answer any one (10 marks each) : **[10]**

- a) Explain the six benefits under the ESIC Act, 1948.
- b) What is disablement? How the compensation calculation is done in case of partial disablement total disablement and death?

P.T.O.

Q4) Answer any one (10 marks each) :

[10]

- a) Explain Human Resource Administration. State it's nature, objectives and scope.
- b) Draft a "Appointment letter" for the position of "HR Executive" in "ABC Ltd".

Q5) Answer any one (10 marks each) :

[10]

- a) Mr. Prakash worked in the organisation, he resigned from organisation. His last Basic salary was 14,500 and DA. 9,500. He has completed 14 years and 10 months of service. Calculate Gratuity payable to him.
- b) Calculate minimum and maximum bonus Basic salary = 18,500, DA = 14,500.

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