

Total No. of Questions : 5]

SEAT No. :

PC5058

[6381]-7

[Total No. of Pages :2

F.Y. M.B.A. (H.R.D.)

GC-07-107(UL) : PERSONNEL ADMINISTRATION SYSTEM

(2024 Credit Pattern) (Semester - I)

Time : 2 Hours]

[Max. Marks : 50

Instructions to the candidates:

- 1) *All questions are compulsory.*
- 2) *Each question carries 10 marks.*
- 3) *Each question has an internal options.*
- 4) *Figures to the right indicate internal marks for that Question.*
- 5) *Your answer should be specific and to the point.*
- 6) *Support your answer with suitable live examples.*
- 7) *Draw neat diagrams & illustrations supportive to your answer.*
- 8) *Use of calculators is permitted (as applicable).*

Q1) Answer any five out of eight questions.

[10]

- a) What is the purpose of personnel policy?
- b) What are the duties of a time office?
- c) What are the types of absenteeism?
- d) Which are registers maintained by HR department?
- e) How is communication used in HR?
- f) What is difference between promotion and transfer?
- g) Define Job analysis.
- h) What are the two purposes of a memo?

Q2) Answer any two:

[2×5=10]

- a) Draft a transfer letter to a manager of bank.
- b) What are the factors to consider when designing salary structure of employees in manufacturing sector?
- c) Write note on procedure for conducting domestic enquiry.

P.T.O.

Q3) a) Why is it necessary in an organisation for job rotation? Comment with examples your own views. **[10]**

OR

b) How do you write a show cause notice? **[10]**

Q4) a) Draft a chargesheet for theft of goods (raw materials/finished goods). **[10]**

OR

b) What is Professional Tax and why is it necessary to deduct Professional Tax? **[10]**

Q5) a) Define Gratuity. Write the procedure for penalties for an employer if he fails to pay Gratuity on time. **[10]**

OR

b) What are some examples of job enlargement, job analysis and job description? **[10]**

