

MAR/APRIL 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. [2]
- b) Explain personnel policy & it's types. [2]
- c) Elaborate theory of notional extension. [2]
- d) Explain Notice & Circular. [2]
- e) Explain deduction from salary. [2]
- f) Define Bonus & it's eligibility criteria. [2]
- g) What is maximum & minimum bonus? [2]
- h) Explain Termination & dismissal. [2]

Q2) Solve any two. [10]

- a) Mention the circumstances in which employee is disqualified from receiving bonus. [5]
- b) Explain importance of personnel file in human resource administration. [5]
- c) Explain reinstatement in service. [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 its 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.

