

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 prerequisites.
- 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.

