

Total No. of Questions : 5]

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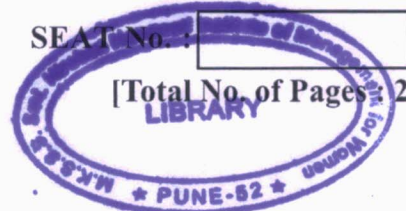
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S.Y. M.B.A.

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

SEAT No. :

[Total No. of Pages : 2



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 each]

- a) Explain the theory of "Doctrine of Notional Extension".
- b) Explain the term minimum and maximum bonus.
- c) Explain the term "Continuous Service".
- d) Explain the provisions regarding nomination under the Gratuity Act.
- e) Explain the term PF contribution.
- f) Explain the importance of personnel file.
- g) Explain the term professional tax.
- h) What is CTC? How to calculate it?

Q2) Solve any two :

[5 each]

- a) What are the elements on which gratuity becomes payable under the payment of gratuity Act? Can gratuity be forfeited?
- b) Explain 'set on & set off' allocable surplus.
- c) Draft a 'offer letter' for the position of "HR Executive" in manufacturing industry.

Q3) Answer any one :

[10 each]

- a) Explain HRA. State it's nature, objectives and scope.
- b) Discuss the various benefits under the ESIC Act, 1948.

P.T.O.

Q4) Answer any one :

[10 each]

- a) Explain the term 'Disablement' When does the employee become liable to pay compensation under the workmen's compensation Act, 1923.
- b) Draft a 'Warning letter' to an employee for misbehavior at workplace.

Q5) Answer any one :

[10 each]

- a) Mr. Ram was working in the organization from Jan.2010 and resigned in sept. 2023. His basic salary was 16,500 and DA was 12,000. Calculate Gratuity payable to him.
- b) Draft an "Appreciation Letter" to Mr. Uday who achieved his targets contineously from last 6 months.

