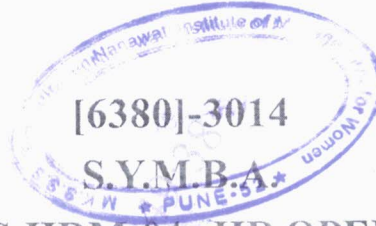


Total No. of Questions : 5]

PC3050

SEAT No. : 

[Total No. of Pages : 2

**305-HR-SC-HRM-04 : HR OPERATIONS**  
**(Revised 2019 Pattern) (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 each]**

- a) Define Personnel management & state its function.
- b) What is reinstatement in service?
- c) Define the term
  - i) Promotion
  - ii) Transfer
- d) What is form 16A & mention its use.
- e) Explain the concept of charge sheet.
- f) What is the difference between memo & warning?
- g) What are the provisions for contribution under the ESIC Act?
- h) Explain the term continuous service.

**Q2)** Solve any two.**[5 each]**

- a) Define HRA & discuss its nature, objective & scope.
- b) State the difference between promotion & transfer with suitable example?
- c) Draft an "offer letter" for the position of "Marketing executive" in service sector.

P.T.O.

Q3) Answer any one.

[10]

- a) Discuss the employee's state insurance act 1948 & elaborate its all 6 benefits.
- b) Define the payment of Bonus Act 1965 & explain its obligation to pay minimum and maximum bonus under payment of bonus act.

Q4) Answer any one.

[10]

- a) Compare the provision related to permanent partial disablement & temporary partial disablement under Workmen's compensation act.
- b) Draft a "Transfer order" to Mr. Rahul who is working as a "Sales Manager" in Pune branch he will be transfer to Delhi location with an elevation as "Senior Manager (Sales)".

Q5) Answer any one.

[10]

- a) What are the circumstances in which gratuity becomes payable to an employee under the payment of gratuity act, 1972? Also state the conditions under which gratuity is forfeited.
- b) Calculate minimum & maximum bonus basic salary = 17,200 DA = 13,800



Total No. of Questions : 5]

**PB2087**

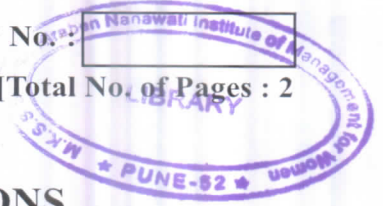
SEAT No. : 10317511191

[Total No. of Pages : 2

**[6201]-314**

**Second Year 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) *Each question are carry equal marks.*
- 3) *Use of simple calculator is allowed.*

**Q1) Solve any five**

**[10]**

- a) Explain the objectives of personal department.
- b) Explain the concept Arising out of “and in the course of employment”.
- c) Explain the rate of contribution of Employer and employee under the PF Act.
- d) Elaborate the theory of ‘notional extension’.
- e) Explain the term reinstatement in service.
- f) Explain the concept of TDS.
- g) Explain the concept of CTC.
- h) Explain components of salary.

**Q2) Solve any two**

**[10]**

- a) How the compensation is done in case of temporary disablement permanent a total disablement and death.
- b) Calculate gratuity:  
Basic (salary - 7500, Dearness Allowance -4500 total number of service completed - 9 years and 7 months.
- c) Calculate minimum & maximum bonus P.A: Basic salary - 4200, Dearness Allowance - 2800.

**P.T.O.**

Q3) Solve any one

[10]

- a) Explain Bonus applicability, concept of 'set on & set off' and disqualification of bonus under the payment of Bonus Act, 1965.
- b) Draft a 'Transfer letter' to Mr. Ashwin who is working as a 'Sales Manager' in pune branch. He will be transfer to Mumbai office with an elevation as 'Sr. Manager-Sales'.

Q4) Solve any one

[10]

- a) Define personal policy. Explain the types and importance of personal policy.
- b) Explain all the benefits under the employees state Insurance Act, 1948.

Q5) Solve any one.

[10]

- a) Mr. Pravin is working as store Incharge at 'Star Engg.Ltd' from last 10 years. In the last stores audit, it was found that some wrong entries were made by him in the store record. It was also found that the physical stock in the stores is very less than what is mentioned in the record. Draft a show cause notice to Mr. Pravin.
- b) Discuss the elements of compensation.





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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