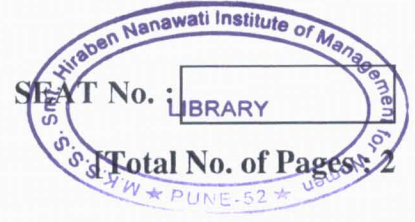


Total No. of Questions : 5]

PE-5871



[6551]-875

M.B.A.

HRM 618 MJ : HR OPERATIONS
(2024 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 of the following. (2 marks each) [10]

- a) State any two functions of Human Resource administration.
- b) What is a memo in disciplinary procedure?
- c) List two social security laws mentioned in the syllabus.
- d) What is meant by partial disablement under Workmen's Compensation Act?
- e) What is the purpose behind deployment order under Human Resource administration?
- f) Name any two deductions commonly Found in payroll management.
- g) Mention any two Forms of compensation under Workmen's Compensation Act.
- h) What is a suspension order in disciplinary procedure.

Q2) Answer any Two of the following (5 marks each) [10]

- a) Describe the procedure for termination of an employee in service.
- b) Explain the steps involved in the preparation and process of Framing Personnel Policy.
- c) Draft a charge sheet in disciplinary measures.

P.T.O.

- Q3) a)** What are the steps for opening an account under Employee's provident Fund Act for a new employee? If his monthly basic wage is Rs. 25,000/- calculate his employer and employee contribution under section 6 of the Employee's Provident Fund Act, 1952. [10]

OR

- b)** Mr. Ramesh a Factory worker covered under the Employee State Insurance Act, 1948, earns a monthly wage of Rs. 20,000. He sustained a permanent partial disablement resulting in a loss of earning capacity of 30%. Calculate the compensation payable to him as per the ESI Act, 1948. Provide a step - wise solution. [10]

Q4) Answer any One of the following :

- a)** Ram and Shyam are workers in ABC manufacturing company. Ram has suffered a permanent injury and Shyam has suffered a partial injury at workplace. Analyze the eligibility conditions and procedure for claiming compensation under the Workmen's Compensation Act, 1923. [10]
- b)** What is the purpose of standard deduction in the Income Tax Act for salaried individuals? Mention the name & amount of the deduction as per the new tax regime. [10]

Q5) Answer any One of the following :

- a)** Case : Mr. Madhav (Ticket No. 1440) working in paints Department of M/s ABC company was caught by security person, taking away valuable paint (Employer's property) costing Rs. 55,000/- at the closure of 1st shift at 8: 00 PM on 1st June 2025. Explain how would you initiate the disciplinary action and discuss in detail all steps you would take as a personal manager to complete the disciplinary enquiry procedure. [10]
- b)** Evaluate the circumstances in which Bonus is applicable. Discuss the concept of set-on & set - off of Bonus with examples of each. [10]

