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SEAT No. :

PE-5871

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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.

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Q3) a) What are the steps for opening an account under Employee's providend 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]**

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