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SEAT No. :

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S.Y.M.B.A.

HRM618MJ : 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 **[10]**

a) Define Transfer

b) Define personnel management

c) What is the definition of a workman.

d) What is the purpose of dismissal.

e) Explain the concept of TDS.

f) Define gratuity

g) Which are the required documents for opening a P.F. account.

h) Explain the term ESI.

Q2) Solve any two. **[10]**

a) Compare and contrast 'Show Cause' and 'Charge Sheet'.

b) Explain the concepts of 'Set - On' and 'Set - Off'.

c) Explain the importance of personnel files and records.

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Q3) a) Examine any three types of communication happening through personnel departments. **[10]**

OR

b) What is disablement? How is the calculation for compensation done for partial disablement, total disablement and death?

Q4) a) Draft an appointment letter for the post of Programmer of 'Alexis Pvt. Ltd.' **[10]**

OR

b) Mr. Amit Gajanan Mishra was working in 'Prabhat Telefilms' from 1st January 2008 and resigned on 1st June 2022. His basic salary was 20,500/- and DA was 10,000/- calculate the gratuity payable to him

Q5) a) Discuss the employee's state insurance Act 1948. What are the eligibility and with drawal criteria for the 6 benefits under the Act. **[10]**

OR

b) Design the salary and its components for a sales executive of a Real estate firm in satara district.



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