

**S.D.E.**  
**M.B.A. Sem-III (2013 Course) : WINTER - 2018**  
**SUBJECT : ELECTIVE – IV: EMPLOYEE ADMINISTRATION, INDUSTRIAL**  
**RELATIONS & LABOUR WELFARE**  
**(Human Resource Management)**

Day : Friday  
Date : 14/12/2018

Time : 10.00 AM TO 1.00 PM  
Max. Marks : 70

**W-2018-4583**

**N.B.:**

- 1) Attempt **ANY THREE** questions from Section – I and attempt **ANY TWO** questions from Section – II.
- 2) Answers to both the sections should be written in the **SEPARATE answer book.**
- 3) Figures to the right indicate **FULL** marks.

**SECTION – I**

- Q.1** With illustrations state the particulars on which Personnel Policy Manual is prepared. [14]
- Q.2** When a show-cause notice is to be issued? Also state the precautions to be taken while issuing a show-cause notice to a worker who, it is alleged, has committed a misconduct? [14]
- Q.3** Highlight the concept of Evolution of Employee Relations in India. [14]
- Q.4** What is a strike? When it is legal and when it is illegal? [14]
- Q.5** Write short notes on **ANY TWO** of the following: [14]
- a) Preliminary Enquiry
  - b) Machinery to settle Industrial Dispute vide Industrial Disputes Act, 1947
  - c) Labour Reforms

**SECTION – II**

- Q.6** Give exhaustive instructions to Chief Time Keepers of your factories in each State of India on what should be filed in a personal file of each workman? [14]
- Q.7** Set up a Model Grievance Handling procedure for a Large Scale Engineering Unit in India. [14]
- Q.8** Prepare an exhaustive note for Managers of various manufacturing units of your FMCG organization explaining them what is an Industrial Dispute? Also give details of the machinery set up under the Industrial Disputes Act, 1947 and rules there under for settling the disputes. [14]

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