

S.D.E.

M.B.A. SEM-IV (2010 COURSE)(3 YEAR COURSE) :
WINTER - 2017
SUBJECT: ELECTIVE-IV: EMPLOYEE ADMINISTRATION, INDUSTRIAL
RELATIONS & LABOUR WELFARE
(Human Resource Management)

Day : **Saturday**
Date : **23/12/2017**

W-2017-4293

Time: **02.00 P.M. TO 05.00 P.M.**
Max Marks: 70

N.B.:

- 1) Attempt **ANY FOUR** questions from Section – I and **ANY TWO** questions from Section –II
- 2) Answer to both the **SECTION** should be written in **SEPARATE** answer books.
- 3) Figures to the right indicate **FULL** marks.

SECTION - I

- Q.1** State aims as well as purpose and utility of having model standing orders or certified standing orders for organizations' sustainability in present environment. **(10)**
- Q.2** Differentiate between a show cause notice and a charge sheet. **(10)**
- Q.3** Highlight with examples new paradigms in employee relations, in India, as on today. **(10)**
- Q.4** Define industrial dispute giving examples of two separate disputes, which cannot be termed legally as industrial dispute. **(10)**
- Q.5** Write a short note on any **TWO** of the following. **(10)**
- a) Personnel Policy Manual
 - b) VRS
 - c) Workman

SECTION -II

- Q.6** You have been appointed as a HR-Head of newly setup organization. Prepare a notice to be displayed on notice board explaining various statutory welfare provisions, which your organization intends to make available to your workman totaling 1000. **(15)**
- Q.7** You have recently appointed an Assistant Personnel Officer for your large scale industrial unit. Prepare a letter to him as to how he should maintain personal records and how to make its use in future? **(15)**
- Q.8** Presume a misconduct committed by workman as per your imagination and prepare a suspension pending enquiry letter for his alleged misconduct and calling upon him to give his written explain on charges alleged against him. **(15)**

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