

**CDOE**  
**MASTER OF BUSINESS ADMINISTRATION (2013 COURSE)**  
**M.B.A. Sem-III : WINTER :- 2021**  
**SUBJECT: EMPLOYEE ADMINISTRATION, INDUSTRIAL RELATIONS &**  
**LABOUR WELFARE**

**Day : Thursday**  
**Date 24-02-2022**

**W-9988-2021**

**Time : 10:00 AM-01:00 PM**  
**Max. Marks: 70**

**N.B.**

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

**SECTION – I**

- Q.1** Explain with examples why every organization must have its own Certified (14)  
or Model Standing Orders for smooth functioning of an organization.
- Q.2** When and why an action of Suspension Pending Enquiry and its result is (14)  
resorted against a workman charged with alleged misconduct?
- Q.3** What are the new paradigms in Employee Relations in the present (14)  
environment?
- Q.4** What is Grievance, why it emerges and how it is settled? (14)
- Q.5** Write short note on any **TWO**: (14)
- a) Retirement
  - b) Lock out
  - c) Trade Union

**SECTION – II**

- Q.6** Prepare Charge Sheet to be issued to a workman, who was caught by the (14)  
security person, carrying company's goods while leaving factory.
- Q.7** Prepare a Handout to be issued to your supervisory staff on how to report (14)  
misconduct to their Department Head. Imagine a situation and include the  
in the said Handout.
- Q.8** List out penalties for Illegal Strike. (14)

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