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M.B.A.

HUMAN RESOURCE MANAGEMENT SPECIALISATION - III

305 - E : Personnel Administration - Application & Procedure

(2008 Pattern) (Sem. - III)

Time : 3 Hours]

[Max. Marks : 70

Instructions to the candidates:-

- 1) *Q.1 is compulsory.*
- 2) *Out of remaining attempt any three.*

Q1) A) Calculate gratuity for an employee who has served in a company as follows: [15]

Last drawn salary

No. of Years

a) Rs. 20000/-

11 Years 6 months.

b) Rs. 15000/-

4 Years 5 months.

c) Rs. 25000/-

6 Years 7 months.

B) Draft a letter of promotion from junior engineer to senior engineer. [10]

Q2) Draft a warning letter to an employee who was absent for 7 days without any intimation. [15]

Q3) Define absenteeism. What are the tools to improve absenteeism? [15]

Q4) Explain the importance and process of personnel policy. [15]

Q5) Write notes on (any two): [15]

- a) Superannuation.
- b) Provident Fund Returns.
- c) Minimum & maximum bonus.
- d) Importance of Communication.

