

University of Pune
Department of Management Sciences
MBA-BT Semester IV
Semester End Exams April 2013
408- Personnel Administration HR SPL-III

Maximum Marks: 60

Time: 3Hrs

Answer Section I and II on separate answer sheets

Section I (30 marks)

NOTE-----a) Attempt any two questions from section I. b) All questions carry equal marks

Q.1 What is Personnel Management? Explain the functions of Personnel Management and role of personnel manager.

Q.2 Draft a charge sheet against the employees in your organization for his following misconduct.

“Instigating other employees to stop the work and threatening management”

Q.3 Prepare the letters to PF and ESIC authorities for submitting annual returns respectively of your organization.

Q.4 Draft the letter to the Chairman of Trade Union, inviting him and other union committee members for discussion and negotiation for making collective agreement.

Section II (30 marks)

NOTE--a) Attempt any two questions from Q1-3. Q4 is compulsory. b) All questions carry equal marks

Q1. Explain the nature and objectives of personnel management.

Q2. a) Why do we require policies in an organization?

b) Explain the different characteristics of a personnel policy.

Q3. Write short notes on (any two)

- a. Principles of Natural Justice
- b. Manesar Maruti case of IR
- c. Statutory Compliance
- d. Recognition of Trade Union

Q4. M/S United metals are a large scale engineering company located at Bhosari, Pune manufacturing heavy engineering equipments. On Friday April 5th, 2013 at the end of the first shift (at about 3.05 pm) security guard Mr T. A. Gaikwad, while frisking the workmen going out of the factory gate caught Mr. Pravin S. Chorate taking away 5 brass items worth Rs 50,000/-. These brass items belong to the company. The chief security officer Mr Havaldar D.A. reported this incident to you on telephone at about 3.10 pm. You are the personnel manager of the company and the security officer reports to you. The other details of the case are as under.

Name: Pravin S. Chorate

Des. Filter grade II working inplant no 2

Ticket no.: 123589 F

Timings (1st shift): 6.30am 3.00 pm

This act on the part of Mr Chorate amounts to misconduct as per section 24(d) of the Industrial Employment (Standing orders) Act, 1946, which reads as follows:

Sec 24 (d) “theft, fraud, or dishonesty in connection with the employers business or property or the theft or property of another workman within the premises of the establishment”

Your task

1. As a personnel manager, write down the plan of your action.
2. Draft a show cause notice.