

305 HR Labour & Social Security Laws

1. Outline the evolution of labour laws in India. Explain why there is a need for change in labour laws?
2. Define “Factory” under Factories Act, 1948. Discuss the provisions made under Factories Act, 1948 for the Health & Welfare of Worker.
3. Explain the following provisions under Factories Act, 1948 –
Weekly hours, Weekly holidays, Compensatory holiday, Daily hours, Extra Wages for overtime.
4. Discuss annual leave with wages under Factories Act, 1948.
5. Write any nine authorized deductions from the wages/salary of employees under Payment of Wages Act, 1936.
6. Write a note on Payment of Minimum Bonus & Maximum Bonus under Payment of Bonus Act, 1965.
7. Explain the following provisions made under the Payment of Bonus Act, 1965 –
 - a. Eligibility for Bonus
 - b. Disqualification for Bonus
 - c. Time Limit for Payment of Bonus
8. Explain the procedure for fixing & revising minimum wages under Minimum Wages Act, 1948.
9. Define “Superannuation” under Payment of Gratuity Act, 1972. Explain the salient features of Payment of Gratuity Act, 1972.
10. Explain the forfeiture & eligibility of gratuity under Payment of Gratuity Act, 1972.
11. Explain the objectives of Workmen’s Compensation Act, 1923. Explain, in detail, types of injuries compensated under the Workmen’s Compensation Act, 1923.
12. Explain the various schemes made under the Employees’ Provident Fund & Miscellaneous Provisions Act, 1952.
13. Explain the objectives of Employees State Insurance Act, 1948. Explain, in detail, important benefits provided under the ESI Act, 1948
14. Explain the salient features of Maternity Benefits Act, 1961, with highlighting latest amendments.
15. Short Notes:

- a. ILO & its role
 - b. Applicability, eligibility & disqualification for Bonus
 - c. Welfare provisions under Factories Act, 1948
 - d. Salient features of Payment of Gratuity Act, 1972
 - e. Applicability of the ESI Act, 1948. Contributions under ESI act. Dependents under ESI act.
 - f. Applicability of the Workmen's Compensation Act, 1923. Amount of compensation in case of death, permanent total disablement, permanent partial disablement, temporary disablement.
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Subject: - Human Resource Accounting & Compensation Management (306)

- Q.1) Define Human Resource Accounting. Explain the Market Value of HR Assets?
- Q.2) Explain the term-i) Balance score card
- Q.3) Differentiate between Expenditure Training & Productivity Training.
- Q.4) Explain the term –i) Human Capital Investment
ii) Recruiting & training costs
- Q.5) Write note on 'Classification of Cost in HR Accounting' in detail.
- Q.6) How would you go about designing Recruitment/ Training procedure for two different companies located in India?
- Q.7) Write a note on Experiences and Exploration on HRA?
- Q.8) Discuss in brief the various theories related to compensation management?
- Q.9) Write down the advantages and disadvantages of group and individual incentives?
- Q.10) Describe the Reward System Retirement plans including VRS?
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314 HR Lab Recruitment and Selection

1. Discuss in brief the various Recruitment and Selection process in five different organizations. **Prepare a PowerPoint Presentation for the same.**
 2. Design an attractive advertisement (Walk-ins) for vacancies of:
 - a. Software Developer
 - b. HR Manager
 3. As an interviewer design a questionnaires to interview:
 - a. Manager – Marketing
 - b. Manager – Employee Relations**
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315 HR. Lab in Job Design and Analysis

1. Explain the concept of Job Analysis in brief.
2. What is Job Profile?
Design a job profile for:
 - a. Software Developer
 - b. Receptionist
3. Write a note on:
 - a. Job Rotation
 - b. Job Engineering
 - c. Job Enlargement
 - d. Job Enrichment
4. How do you enrich the job of:
 - a. Lab Assistant
 - b. Receptionist
5. Write the job descriptions for the following post:
 - a. Telesales Representative (Service)
 - b. Jr. HR Generalist (Manufacturing)
 - c. Manager – Production (Manufacturing)
 - d. Manager – Training & Organization Development (IT/Service)

6. The following is the job specification information of the job of General Manager – Marketing. You are required to prepare job descriptions using the model given in the text:

Garware Paints Limited is one of the India's Leading paints companies with an annual sales turnover exceeding Rs. 40 Cr. It manufactures a wide range of surface coating which are marketed through a network of 25 sales depots spread across the country. This professionally managed company wishes to recruit a dynamic general manager – marketing, as a member of its top management team, reporting to the executive director. The incumbent shall be an outstanding professional, with management cum marketing background, have relevant experience at senior level, with a proven track record. He is expected to have a high degree of commercial, conceptual and communication skills.
Preferred Age 35 – 45 years.

Emoluments inclusive of usual pre-requisite associated with such position would be around Rs. 13 Lac. Per annum plus generous retirement benefits.

References:

1. Essentials of Human Resource Management and Industrial Relations by P. Subba Rao (3/ Revised and Enlarged Edition, Himalaya Pub.)
2. Human Resource Management by Gary Dessler & Biju Varkkey (12/ Edition, Pearson)

317 HR Lab in Labour Laws – I

1. Calculate the Bonus of the Following employees who have worked for 12 months in the year 2016. (@ 8.33% & 20%)
 - a. Mr. A (Basic +D.A.) = 11,000
 - b. Mr. B (Basic +D.A.) = 9,300
 - c. Mr. C (Basic +D.A.) = 15,000
 - d. Mr. D (Basic +D.A.) = 21,500
2. Calculate the gratuity for the following case:
 - a. Basic + D.A. = Rs. 28,000/-

No. of years of Service = 25 Years

3. Calculate the gratuity of an employee who has served in a company for 20 years. His last salary drawn is Rs. 20,000/-
 4. Calculate the gratuity of an employee who has served in a company for 3 years. His last salary drawn is Rs. 20,000/-
 5. Write an accident report in the following case:
Mr. Amol is working the one of the leading manufacturing companies in the production department. On 13th Sept. 2017 at 11.00am in first shift, while working in the shop floor, he met with an accident. His left arm was severely injured and he had to admit in the hospital in emergency.
 6. Presentations on Compensations under Workmen's Compensation Act, Provident Fund & ESI Contributions with illustrative examples.
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318 HR Lab in Personnel Administration - Application & Procedure

1. Draft an interview call letter for the post of HR Executive – Recruitment.
 2. Draft a promotion letter promoting a section supervisor to the post of shift engineer.
 3. Draft a transfer letter for an employee working as Sr. Technician in maintenance department. He has to resume duty in Electrical department.
 4. Write an appreciation letter to the employees for his best performance.
 5. Write a letter of appointment for the post of Jr. Engineer (Production Department)
 6. Draft a charge sheet against employees for loitering in the company premises.
 7. Draft a notice to the employee for unauthorized absence from duty through newspaper notification.
 8. Draft a show-cause letter for riotous behavior on the premises of establishment.
 9. Draft a staff circular regarding weekend trip along with inviting their ideas of celebration.
 10. Draft circular motivating employees to donate blood in blood donation camp in your organization.
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