

CS/BBA(H)/Even/Sem-6th/BBA-603/2015



WEST BENGAL UNIVERSITY OF TECHNOLOGY

BBA-603

HUMAN RESOURCE MANAGEMENT-III

Time Allotted: 3 Hours

Full Marks: 70

*The questions are of equal value.
The figures in the margin indicate full marks.
Candidates are required to give their answers in their own words as far as practicable.*

GROUP A (Multiple Choice Type Questions)

1. Answer any *ten* questions. 10×1 = 10
- (i) The industrial standing order Act was passed on
(A) 1986 (B) 1965
(C) 1946 (D) 1947
- (ii) Grievances are handled by
(A) IR manager (B) HR manager
(C) PR manager (D) Union leader
- (iii) In the court case related to misconduct, the officer on behalf of organization is called
(A) enquiry officer (B) presenting officer
(C) advocate (D) charge sheeted employee

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- (iv) Discipline management is a part of
- (A) HR (B) PR
(C) IR (D) GR
- (v) Charge sheet means
- (A) sheet consists with charges
(B) sheet consists with misconducts
(C) sheet consists with cases
(D) sheet consists with disciplinary action
- (vi) From the following which is a principle of natural justice
- (A) do misconduct (B) disobey supervisor
(C) confess the misconduct (D) none of these
- (vii) The suggestions regarding the code of conduct which were discussed in the 15th Indian Labour Conference – 1957 were enacted on
- (A) 14th February, 1957 (B) 12th January, 1957
(C) 1st January, 1958 (D) 1st June, 1958
- (viii) Model Standing order classify workers in _____ category
- (A) 1 (B) 6
(C) 2 (D) 4
- (ix) Which one of these is not a criteria under Mc Gregor's Hot Stove Theory
- (A) immediacy (B) impartiality
(C) redundancy (D) none of these
- (x) 'Pink Slips' are known as _____ warnings
- (A) oral (B) written
(C) both (D) none of these

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- (xi) The first step in a disciplinary procedure is
- (A) issuing show cause notice
 - (B) call the employee for an explanation
 - (C) hold an enquiry
 - (D) punishment

GROUP B
(Short Answer Type Questions)

Answer any *three* questions.

3×5 = 15

2. Mr. Vijay is caught for smoking in the premises. He claims he cannot resist the urge since he is a chain smoker. He was warned twice before, but his repeated act of indiscipline can encourage others also to do it -What disciplinary procedure do you suggest for him?
3. Discuss the functions of counseling.
4. Explain the types of misconduct based on the severity of the consequences.
5. Describe the provisions regarding 'Payment of Subsistence Allowance' under section 10-A of the Industrial Employment (Standing Orders) Act, 1946.
6. Write a short note on the Hot Stove Rule.

GROUP C
(Long Answer Type Questions)

Answer any *three* questions.

3×15 = 45

7. What is a charge sheet? What are its essential features? Frame a charge sheet to Mr. Rajesh, an employee of the production Dept of XYZ Co, who was found drunk during duty hours in the office on 15th March, 2015. 2+3+10
8. (a) What is a punishment? 4
(b) What are the different types of punishment? 4
(c) Discuss the limitations of using it as a strategy for dealing with the problem of indiscipline. 7
9. (a) What are the objectives of Industrial Employment (Standing Order) Act? 5
(b) Mention various acts and omissions to be treated as misconduct under the said Act. What are the procedure for taking disciplinary action for misconduct under the Act? 10
10. What is Discipline? What are the features of Discipline? Enumerate the objectives of Discipline. Explain the different ways to bring discipline and change in human behavior. 2+3+5+5
11. Write short notes on any *three* of the following: 3×5
(a) Principles of Natural Justice
(b) Suspension
(c) Domestic Enquiry
(d) Standing Order Act
(e) Qualities of Enquiry officer