

## MBA-2 Sem.-4 &amp; MBA-3 Sem.-6 Examination

H. R.

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May-2025

Time : 2-30 Hours]

[Max. Marks : 70

**Note: All questions carry equal marks unless specified otherwise.**

**Q.1 Define the following concepts:**

- 1a Policy Formulation
- 1b Discretionary Policy
- 1c Policy
- 1d Rule
- 1e Policy consultation
- 1f Values
- 1g Procedure

**Q.2 Answer the following questions (Any Two):**

- 2a What is the general process of HR Policy formulation?
- 2b What is the connection shared among organization's strategy, values, and its policies?
- 2c Are HR Policies part of transactional or transformational elements of an organization's design? What factors shape policies in that framework?

**Q.3 Answer the questions based on the following description:**

Following the Supreme Court's comments in a landmark judgment, the compliance to the Sexual Harassment of Women at Workplace (abbreviated as POSH), 2013, is changing. Recommended procedure now is a two-step inquiry post a written complaint, where the preliminary inquiry will aim at determining whether there is a case for sexual harassment, and if so, the in-depth inquiry will seek to conduct hearings of concerned parties.

Given below is a table of contents of an organization's POSH policy. This version of the policy does not specify the two-step procedure. Identify and briefly explain what part you will change in this document for reflecting this change as well as any other sections that you may think are necessary. **You do not have to write the entire policy.**

- 1. OBJECTIVES OF Internal Committee (IC)
- 2. DEFINITIONS
- 3. CONSTITUTION OF IC
- 4. RESPONSIBILITY OF IC
- 5. THE PROCESS FOR MAKING A COMPLAINT
- 6. CONCILIATION
- 7. THE PROCESS FOR CONDUCTING INQUIRY
- 8. PUNISHMENT AND COMPENSATION
- 9. CONFIDENTIALITY
- 10. RESPONSIBILITIES OF THE EMPLOYER
- 11. WHAT EMPLOYER EXPECTS FROM YOU

(P.T.O)

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- Q.4 However difficult it may be to believe; this is an actual draft of an NGO's Charge Hand Over Policy. Read it carefully and identify all possible faults left out in this draft. Where needed, add your comments.

**CHARGE HAND OVER PROCEDURE**

Whenever an employee resigns the reporting officer should check for the items issued through the register mentioned in purchase policy.

Charge will be handed over by and to as under.

**CHARGE HAND OVER**

Sr.#	By	To	In presence of
1	Out, Reach, Worker, Office Assistant, Reporter, Facilitator, Master Trainer, M&E Assistant, driver	Taluka Coordinator	APC/Concerned Executive if required
2	Taluka Coordinator	Associate Project Coordinator	Deputy Director
3	Associate Project Coordinator-SMCS	Deputy Director	Director
4	Executives, Officers, Coordinators. Includes Accounts & Administration Officers, MIS officers	Head of Department	
5	Head of Department/Manager	Director	
6	Staff of small projects	PC-Small projects	Concerned TC if required
7	Project Coordinator-Small projects	APC-SMCS	
8	Nurse, Pharmacist, Compounder, Lab Technician, support staff-Hospital	Hospital Administrator	
9	Medical Officer, Hospital Administrator	In-Charge CEmONC/DMF	
10	Support Staff Head Office	HR-Executive	
11	Support Staff-GH	GH In-Charge	

- Q.5 Based on the above draft and your fault identification, if you were to improve it, what changes do you recommend? Make your suggestions detailed enough to implement the changes.
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