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[5266]-11

M.P.M. (First Semester) EXAMINATION, 2017
102 : PRINCIPLES AND PRACTICES OF MANAGEMENT
AND ORGANIZATIONAL BEHAVIOUR
(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Question No. 1 is compulsory.

(ii) Answer any *three* out of remaining.

(iii) Figures to the right indicate full marks.

1. (a) Elaborate the contribution made by Henry Fayol. [15]
(b) Define the term Management. Describe the need and scope of management in Business. [10]
2. Define the term Organization. Explain the various organizational structures. [15]
3. "Decision-making is key to success of the organization." Discuss. [15]
4. Define the term Organization Behaviour. State the various models of Organization Behavior. [15]
5. Explain Mc Gregor's theory of motivation. [15]
6. What are conflicts ? Elaborate different strategies to resolve conflicts. [15]

P.T.O.

7. Write short notes on (any *three*) :

[15]

- (a) Leadership Style
- (b) Transactional Analysis
- (c) Group Dynamics
- (d) Stress Management
- (e) MBO.

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[5266]-12

M.P.M. (First Semester) EXAMINATION, 2017
102 : INDUSTRIAL AND LABOUR ECONOMICS
(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Question No. 5 is compulsory.

(ii) Solve any *three* from questions Nos. 1 to 4.

(iii) Solve total 4 questions.

1. (a) Define labour. Explain the factors responsible for problems of Indian labour. [10]
(b) “Industrial development leads to economic development”. Discuss in the light of Industrial Policies. [10]
2. (a) What are the factors which affect real wages ? [10]
(b) Explain the various types and sources of finance for an Industry. [10]
3. (a) Discuss the characteristics of labour market in India. Which factors affect the demand and supply of labour ? [10]
(b) Small Scale Industries have contributed to employment generation.” Discuss. [10]
4. (a) Efficiency of Indian labour needs to be improved in the light of globalization. Do you agree with this statement ? Discuss. [10]

P.T.O.

(b) Where should an industry be located ? Explain with appropriate reasons. [10]

5. Write short notes on : [10]

(a) Child labour

Or

Wage differentials

(b) Public sector in India.

Or

Cooperative sector.

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[5266]-13

**M.P.M. (First Semester) EXAMINATION, 2017
HUMAN RESOURCE MANAGEMENT
(2008 PATTERN)**

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Question No. 1 is compulsory.

(ii) Attempt any *three* from the remaining.

1. (a) Differentiate between Personnel Management and HRM. [15]
(b) Explain any *two* of the following concepts : [10]
 - (i) Job specification
 - (ii) Collective Bargaining
 - (iii) Superannuation.

2. Explain in detail steps of selection process. [15]

3. Write on any *three* methods of training. [15]

4. Explain any *two* methods of performance appraisal. [15]

5. Explain any *one* method of job evaluation. How does it lead to compensation decisions ? [15]

6. Write in brief (any *three*) : [15]
 - (a) Succession planning
 - (b) Quality circles
 - (c) Adjucation
 - (d) Role of HR Manager
 - (e) Voluntary Retirement.

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[5266]-14

MPM (First Semester) EXAMINATION, 2017

104 : INDUSTRIAL PSYCHOLOGY

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

- N.B. :-** (i) Question No. 1 is compulsory.
(ii) Figures to the right indicate full marks.
(iii) Answer any *four* from the remaining.

1. Define Industrial Psychology. Explain need, scope and importance of industrial psychology.
2. What different types of psychological tests are used in Industrial Psychology. Explain concept of reliability and validity of tests.
3. Explain the impact of psychology on employee productivity and efficiency.
4. “Individual differences is the base of Industrial Psychology.” Explain the statement by emphasizing factors causing individual differences.
5. Explain various types of research related to human psychology.

P.T.O.

6. Explain the role of Industrial Psychologist in organisation.
7. Write short notes on (any *three*) :
- (a) Group Dynamics
 - (b) Sub-fields of Psychology
 - (c) Individual behaviour
 - (d) Importance of Psychology in Industry.

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[5266]-15

M.P.M. (First Year) (First Semester) EXAMINATION, 2017

105 : LABOUR LAWS-I

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Q. No. 1 is compulsory.

(ii) Answer any *three* out of the remaining questions.

1. (a) State the provisions of Illegal strikes, lock-outs under Industrial Disputes Act. [10]
(b) What are the powers of certifying officer under Industrial Employments (Standing Orders) Act. [10]
(c) Explain rights of recognised Trade Unions. [5]
2. Explain the procedure for recognition of Trade Unions. [15]
3. Powers and duties of various authorities under Industrial Disputes Act. Explain. [15]
4. Write notes on : [15]
(i) Retrenchment
(ii) Reasons for de-recognition of Trade Unions.

P.T.O.

5. Explain procedure of certification of Standing Orders. [15]

6. Write notes on : [15]

(i) Objectives of Industrial Disputes Act.

(ii) Objectives of Industrial Employments (Standing Orders) Act

(iii) Unfair labour practices.

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[5266]-21

M.P.M. (Second Semester) EXAMINATION, 2017

201 : LABOUR WELFARE AND INDUSTRIAL HYGIENE

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Question No. 1 is compulsory.

(ii) Solve any *three* questions out of the remaining

(iii) Figures to the right indicate full marks.

1. (a) Explain various principles and limitations of Labour Welfare. [10]
(b) Critically examine labour welfare measures undertaken by the employer and Government. [15]
2. Critically examine the role of workers participation in management in labour welfare. [15]
3. State statutory welfare, Safety and Health provisions under the Factories Act, 1948. [15]
4. Examine the need and importance of corporate social responsibility in present era of liberalisation privatisation and globalisation. [15]
5. “There are various schemes of workers “education.” Explain their relationship with labour welfare and hygiene. [15]

P.T.O.

- 6.** Discuss the problems of rising urbanisation in developing countries due to rapid industrialisation and its impact on social health. [15]
- 7.** Write short notes on (any *three*) : [15]
- (a) ILO
 - (b) Ethics and Welfare
 - (c) Social Security
 - (d) Welfare and Productivity.

Total No. of Questions—6]

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[5266]-22

M.P.M. (Second Semester) EXAMINATION, 2017

202 : STATISTICAL TECHNIQUES AND

RESEARCH METHODOLOGY

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Question No. 1 is compulsory. Attempt any *three* from the remaining.

(ii) Wherever required, draw sketches. Graph paper will not be supplied.

(iii) Figures to the right indicate full marks.

1. (a) Construct a frequency table for the following data regarding annual profits in thousands of rupees in 50 firms taking 25–34, 35–44 etc. as class intervals : [10]

28 35 61 29 36 48 57 67 69 50 48 40 37

42 41 37 51 62 63 33 31 32 35 40 38 39

60 51 54 56 37 46 42 38 61 59 58 44

57 38 44 45 45 47 38 44 47 47 64 47

Also draw a Histogram for the data.

P.T.O.

- (b) Explain meaning of research and write a note on objectives of research. [10]
- (c) "Research is much concerned with proper fact finding, analysis and evaluation". Do you agree with this statement? Give reasons in support of your answer. [5]
2. (a) What is a hypothesis ? What characteristics must it possess in order to be a good research hypothesis ? [10]
- (b) Explain interview method for collection of data. [5]
3. (a) What is research design? Discuss the basis of stratification to be employed in sampling public opinion on FDI in retails. [10]
- (b) Draw a pie chart to represent the following data : [5]
- | Group of items | Monthly Expenditure (in Rs) |
|-----------------------|------------------------------------|
| Food | 4500 |
| Clothing | 2000 |
| House rent | 6000 |
| Restaurant bill | 1450 |
| Other | 4525 |
4. (a) Explain concept of scale and name different scales. [10]
- (b) Write a note on quantitative research. [5]

5. (a) What is the meaning of "sample design". What points should be taken into consideration by researcher in developing a sample design for a research project ?
- (b) Explain the term sample and population giving at least *two* examples. [5]
6. (a) Explain Probabilistic and non-probabilistic sampling methods. [10]
- (b) Write a note on report writing. [5]

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[5266]-23

M.P.M. (Second Semester) EXAMINATION, 2017
INDUSTRIAL RELATION AND TRADE UNION MOVEMENT
(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Attempt any *five* questions.

(ii) *All* questions carry equal marks.

1. Define Industrial Relations. Explain the importance and scope of Industrial Relations in detail.
2. Explain the objectives and functions of trade union in the context of globalisation.
3. What is Industrial Dispute ? Explain the machineries to solve industrial dispute under Industrial Dispute Act 1947.
4. Define Collective bargaining. Explain characteristics, importance and process of collective bargaining.
5. What is Workers' Participation in Management ? Explain pre-requisites, forms and levels of participation.
6. Explain in detail about the role of Personnel Manager in establishing Industrial Relations.

P.T.O.

7. Write short notes (any *two*) :
- (a) Role of Judiciary in Industrial Relations
 - (b) Causes of Industrial Dispute
 - (c) Importance of employees stock option plans
 - (d) Adjudication
 - (e) Essential conditions for success of collective bargaining.

Total No. of Questions—7]

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[5266]-24

M.P.M. (Second Semester) EXAMINATION, 2017

204 : PERSONNEL ADMINISTRATION AND SYSTEM

PROCEDURE

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Attempt any *five* questions from the following.

(ii) *All* questions carry equal marks.

1. Define Personnel Administration. Explain the objectives and principles of Personnel Administration in detail.
2. "Is it essential that the structure of the personnel department differ according to public, private and cooperatives". Explain in detail.
3. Draft a chargesheet of enquiry against an employees who was caught in theft case.
4. Explain the procedure of domestic enquiry with an relevant examples.
5. Explain in brief the maintenance of statutory returns to be sent to the Government authorities such as professional tax and form 16 in an organization.

P.T.O.

6. What is promotion ? How do you compare 'merit' as the basis of promotion with that of seniority.
7. Write short notes on (any *two*) :
- (a) Merit rating
 - (b) Personnel policy
 - (c) Principles and Natural justice
 - (d) Letter of Appointment

Total No. of Questions—6]

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[5266]-25

M.P.M. (Second Semester) EXAMINATION, 2017

205 : LABOUR LAWS-II

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Answer any *five* questions.

(ii) *All* questions carry equal marks.

1. State the scope and objectives of Factories Act, 1948 and explain the provisions relating to the welfare measures.
2. Who is Contractor ? Explain responsibilities of Contractor under Contract Labour Act.
3. (a) State the scope and objectives of Information Technology Act, 2000.
(b) Explain in detail the concept of electronic governance.
4. State and explain provisions relating to Digital Signature and Electronic Governance
5. Explain any seven authorized deduction from wages under Payment of Wages Act, 1936.
6. Define the term "Factory" and explain health measures under Factories Act.

Total No. of Questions—5]

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[5266]-31

MPM (Third Semester) EXAMINATION, 2017

301 : TRAINING AND DEVELOPMENT

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Question No. 1 is compulsory and carrying **25** marks.

(ii) Attempt any *three* questions from the remaining.

1. (a) Design and draft a training module for sales person of an Insurance Company. [15]
(b) Explain difference between education, training and development. [10]
2. Explain training process in detail. [15]
3. What are the important contents during training session that need to be considered while traing people going for global assignments. [15]
4. What is clearing ? Give its pro's and con's. [15]
5. Write short notes on (any *three*) : [15]
 - (a) Importance of audio-visuals
 - (b) Simulation techniques
 - (c) Technology in training
 - (d) Train the trainees.

Total No. of Questions—6]

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[5266]-32

M.P.M. (Third Semester) EXAMINATION, 2017

302 : INDUSTRIAL SAFETY MANAGEMENT

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. : (i) Question No. 1 is compulsory.

(ii) Solve any *three* questions from the remaining questions.

(iii) Figures to the right indicate full marks.

1. Explain the meaning of accident. Also explain the causes of accidents in detail. [10]
2. Explain in detail the Environment Pollution Act, 1986 particularly with reference to definition, handling of hazardous substances and penalties for contravention of the Act. [20]
3. What do you understand by disaster management ? Explain in detail all the aspects of disaster management. [20]
4. What do you understand by water pollution ? State the salient features of Water Pollution Act. [20]
5. Explain the role of employees, management, government and union in maintaining safety in industrial organization. [20]

P.T.O.

6. Write short notes on (any *two*) :

[20]

- (a) Duties and responsibilities of safety officer
- (b) Different types of fire
- (c) Functions of National Safety Council
- (d) Reasons for air pollution.

Total No. of Questions—7]

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[5266]-33

M.P.M. (Third Semester) EXAMINATION, 2017

303 : LABOUR COSTING AND COMPENSATION

MANAGEMENT

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :- (i) Attempt any *four* questions from Section-I.

(ii) Solve any *one* question from section-II.

(iii) *All* questions carry equal marks.

SECTION-I

1. Explain the term 'Cost'. What are the various types of costs used in decision making ?
2. What is 'Labour Turnover' ? What are its causes ? Suggest the measures to reduce labour turnover.
3. What is 'Compensation' ? State the principles of determination of compensation.
4. Explain various components of 'Salary'. What are the different deductions in salary calculations ?

P.T.O.

5. Write short notes on (any *two*) :
- (i) Idle Time
 - (ii) Time-keeping and Time Booking
 - (iii) Incentive schemes for employees in service industry.

SECTION-II

6. Calculate the earnings of Ram, Laxman and Bharat under :
- (i) Halsey Plan
 - (ii) Rowan Plan.

Also calculate effective rate per hour in each case.

Time allowed for a job—10 hours

Rate per hour — Rs. 12

Time taken to complete the job :

Ram — 10 hours

Laxman — 8 hours

Bharat — 6 hours

7. From the following particulars, prepare a cost sheet for the year ended 31-12-2011 :

	Rs.
(1) Stock of finished goods (1-1-2011)	12,000
(2) Stock of Raw Material (1-1-2011)	80,000
(3) Work in Progress (1-1-2011)	30,000
(4) Purchase of Raw material	9,50,000

(5)	Direct Expenses	25,000
(6)	Factory rent and taxes	14,500
(7)	Other production Expenses	86,000
(8)	Stock of finished goods (31-12-2011)	30,000
(9)	Wages	3,50,000
(10)	Work Manager's Salary	60,000
(11)	Power Expenses	20,000
(12)	General Expenses	69,000
(13)	Sales for the year	17,65,000
(14)	Stock of raw material (31-12-2011)	1,00,000
(15)	Stock of WIP (31-12-2011)	20,000
(16)	Factory employee salary	60,000

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[5266]-34

M.P.M. (Third Semester) EXAMINATION, 2017

LABOUR LAWS—III

(2008 PATTERN)

Time : 3 Hours

Maximum Marks : 70

N.B. :— (i) Question No. 1 is compulsory.

(ii) Out of the remaining questions answer any *three*.

(iii) Figures to the right indicate marks.

1. (a) Explain objectives and withdrawals under the provident fund Act. [10]
(b) Medical Bonus under Maternity Benefit act [5]
(c) What are the defenses available with employer against claims for compensation under Workmen's Compensation Act. [10]
2. What are the conditions under which Maternity Benefit is paid to the employee and for what period ? [15]
3. Write note under Employee's State Insurance Act : [15]
(a) Explain the provision of nomination
(b) Who is entitled to claim Funeral expenses
(c) Who is Principal Employer.
4. Write note under Employees Provident Funds Act : [15]
(a) Penalties and offences
(b) Nominations
(c) Inspector.

P.T.O.

5. “Accidents arising in the course of and out of the course of employment” comment. [15]
6. Write short notes on (answer any *three*) : [15]
- (a) Benefits of Provident Funds Act
 - (b) Forfeiture under Maternity Benefit Act
 - (c) Notice of Accidents under Workmen’s Compensation Act
 - (d) Occupational diseases under ESI Act.

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[5266]-41

M.P.M. (Fourth Semester) EXAMINATION, 2017

401 : ORGANISATION DEVELOPMENT AND QUALITY

MANAGEMENT SYSTEM

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Solve any *five* questions.

(ii) Figures to the right indicate full marks.

1. Define 'Organisation Development'. State its objectives. Explain the process of organisation development. [14]
2. Explain various steps involved in Action Research Model in OD. [14]
3. Define structural interventions and elaborate work redesign. [14]
4. What do you understand by TQM ? Explain in detail. [14]
5. Explain client-consultant relationship. [14]
6. Write short notes on (any *two*) : [14]
(i) Kaizen

P.T.O.

(ii) Just in time

(iii) T group training.

- 7.** Describe the contribution of Robert Tannenbaum, Kurt Lewin, McGregor Herbert Shepard and Robert Black to organization development. [14]

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[5266]-42

M.P.M. (Fourth Semester) EXAMINATION, 2017

**402 : STRATEGIC HUMAN RESOURCE MANAGEMENT AND
CORPORATE PLANNING**

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Attempt any *five* questions.

(ii) *All* questions carry equal marks.

1. What is "Strategic Human Resources Management" ? Why should it be aligned to "Business Strategies" ?
2. Explain the impact of global competition and global sourcing of labour on HR environment of an organization.
3. Discuss the concept of Reward and Compensation Strategies and explain various components of compensation used by the organizations to reward their employees.
4. Explain the importance of competency mapping and multiskilling in implementing training and development strategies.

P.T.O.

5. Explain the concept Global HR strategies. What is the role of HR as a value added function.
6. Explain in detail the Recruitment and Retention Strategies.
7. Write short notes (any *two*) :
 - (i) VRS
 - (ii) HR outsourcing
 - (iii) Down sizing
 - (iv) KRA.

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[5266]-43

M.P.M. (Fourth Semester) EXAMINATION, 2017

403 : CASES IN PERSONNEL MANAGEMENT AND

INDUSTRIAL RELATIONS

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Case 1 in Q. No. 1 is compulsory to attempt.

(ii) Attempt any *one* from the remaining 2 cases in Q. No. 2 and Q. No. 3.

- 1. Case No. 1 :** Kapoor hotel is a 3 star hotel providing Lodging and Boarding. It is a renowned hotel for its service. The business is good. Workers, numbering 87 in all, are happy because Mr. Kapoor takes care of them. There is no strike or work-stoppage for last several years. Mr. Kapoor is now 65 and a patient of diabetes and B.P. Mr. Kapoor cannot attend day to day administration of the hotel. He then appointed a manager. The manager could not control the situation and there was discontent among workers. The workers approached Mr. Kapoor and requested him to look into. But Mr. Kapoor is aged and wants to dissociate from business activity. He then terminated the manager and sold the Hotel to Vikram group

P.T.O.

of hotels. The new owner said he would not take old employees and recruit fresh employees. When the workers agitated, the new owner agreed to consider them if they apply and appear for interview and pass the test. The workers refused this and demanded that all workers must be taken over by the new owner. The workers stayed a dharana outside the hotel.

Questions :

- (i) Give a suitable title to the case justify your title. [10]
- (ii) What would be your advice to workers ? [10]
- (iii) What would be your advice to new management ? [20]

2. Case No. 2 : Air Production Company Ltd. is an engineering company employing 40 permanent and 30 contract workers apart from staff and officers. The products of company, *i.e.* IT related furniture, are sold all over India and are also exported to European countries and U.S.A. The company is enjoying good status for quality products. As is known, there was slump in IT industry by all countries imposing restrictions on the imports. Consequently, this company received a severe set back as there was minimal market. Production came down substantially.

In view of the restricted orders. The company decided to reduce its costs on all fronts. As for the employment was concerned it

stopped all contract workers and stopped overtime to permanent workers. It stopped all advances and extra welfare amenities. Somehow, wages were paid in time, but there was heavy pressure on the company in managing cash.

When the situation did not improve for some time, the company decided to take further steps. It decided to give lay off to workers. All 40 workers were affected and they were laid off for about 45 days during last three months.

The workers are unionized and the union has a strong political support. In view of the worldwide situation, the union did not resent so far cooperated with the company.

Company wants to take further steps because there is fund crisis.

Questions :

- (i) Give a suitable title to the case and justify your title.[10]
- (ii) What steps next you would advise the company ? [10]
- (iii) How would you deal with the union in further steps ?

3. CASE – 3 : Lockout

Indian Engineering Corporation Ltd. is an engineering company and nearly half of its products are exported. Company employs nearly 1000 workers and 200 management staff. A strong union operates in the company. Union–Management relations are based on legal rights and obligations.

It was the time for new wage settlement as the existing one expired. The workers elected a negotiating committee. The committee submitted its Charter of demands to management, which included many new and novel demands such as cinema tickets once a month, family excursion twice a year and so on.

Management boldly told the committee that such demands were not only unreasonable but are also difficult to implement and committee should withdraw these demands nor did management move an inch from its stand.

The committee then advised workmen to adopt go-slow to pressurize management. Management warned workmen of such damaging agitations but to no avail. Management then declared lockout. After 15 days workmen conducted a meeting and changed the members on the negotiating committee. The new committee members wrote to management that it withdrew the demands that irritated the management and requested for invitation to discussion. Management decided to tame the workmen and continued the lockout for 70 days without negotiations.

The new committee, irritated by these tactics of management, wrote to management that the continuation of lock-out was unreasonable and unjustifiable. The committee also wrote to management that workmen should be paid full wages for the entire period of lock-out. All the workmen unanimously supported this move of the committee.

Questions :

- (i) Was the management right in continuing the lockout ? Justify your answer. [10]
- (ii) Was it a set back for the workman ? How ? [10]
- (iii) What would be just and fair, in your opinion, regarding payment of wages during the period of lock out ? [10]

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[5266]-44

M.P.M. (Fourth Semester) EXAMINATION, 2017

404 : MARKETING MANAGEMENT

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Attempt any *five* questions.

(ii) *All* questions carry equal marks.

1. How marketing environments affects marketing efforts ? Elaborate in detail.
2. Design marketing organization structure for a multi-product and multi-locational company operating in Fast Moving Consumer Durable (FMCG) sectors, nationally.
3. Elaborate differences between selection and training of sales force for consumer and industrial sectors.
4. How to evaluate sales force performance ? Explain in detail with an appropriate example.
5. Write a detailed note on marketing audit and its importance.

P.T.O.

6. Discuss about marketing ethics and social responsibility of marketing organizations.

7. Write notes on any *two* of the following :
 - (a) Core concepts of marketing
 - (b) Competitive analysis
 - (c) Controlling sales activities for improving sales productivity.

Total No. of Questions—7]

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[5266]-45

M.P.M. (Fourth Semester) EXAMINATION, 2017

405 : LABOUR LAWS—IV

(2008 PATTERN)

Time : Three Hours

Maximum Marks : 70

N.B. :— (i) Answer any *five* questions.

(ii) *All* questions carry equal marks.

1. Explain in detail provisions for the following deductions under Payment of Wages Act 1936.
 - (a) Fines
 - (b) Deductions for co-operative society
 - (c) Statutory taxes.

2. Explain in detail :
 - (a) Concept of set on and set off.
 - (b) Time Limit for Payment of Bonus.

3. (a) Explain the concept Gratuity in detail.
(b) Under what circumstance gratuity is payable before completing qualifying period of service ?

P.T.O.

4. Explain the procedure for fixation of Minimum wages.

5. Calculate Gratuity.
 - (a) Basic salary Rs. 11,000 at the time of leaving service
 - (b) House rent at 10% of basic pay
 - (c) Date of joining 1st January 2003.
 - (d) Date of Leaving 30th September 2012

6. Explain :
 - (a) Objectives of Payment of Wages Act 1936.
 - (b) Responsibilities of employer under above Act.

7. Write short notes (any *two*) :
 - (a) Eligibility for Bonus
 - (b) Returns under Payment of Bonus Act 1965.
 - (c) Nomination under Payment of Gratuity Act 1972.
 - (d) Minimum Bonus and Maximum Bonus.