



Y. & M. Anjuman Khairul Islam's
POONA INSTITUTE OF MANAGEMENT
SCIENCES & ENTREPRENEURSHIP

(A Religious & Linguistic Minority Institution, Recognized by DTE, Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University.)
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MBA (SEM - IV)
410HRM: Designing HR Policies
(2020 PATTERN)

SHORT QUESTIONS

1. What is manual?
2. Mention some objects of a manual
3. What HR policies significant
4. Mention steps in designing HR policies
5. What is manpower planning?
6. What is employee contract?
7. What is bond?
8. What is the difference between salary and wage?
9. What is compensation?
10. What is career enhancement?
11. Why training is important
12. Explain types of training
13. What is code of conduct?
14. Why disciplinary action is important
15. What is disciplinary action report?
16. What is administration Policy
17. What Monetary benefits
18. What non monetary benefit
19. What is reimbursement why it is beneficial
20. Mention some safety measures taken by company
21. How training is being evaluated
22. What is the importance of employee promotion
23. What is Employee Incurred Expenses
24. Throw some light on leave policy of any company
25. Why vacation policy is important and what are its benefit