

16 June, 2015

From,  
The Coordinators of Departments,  
RVIM, Bangalore.

To  
The Director,  
RVIM, Bangalore.

Respected Sir,

Subject: Request for conducting Post Graduate Diploma examination on June 27, 2015.

With reference to the above subject we request your goodself to permit us to conduct the Post Graduate Diploma Examination for the IV semester MBA students as on June 27, 2015 as per the guidelines. The duration of the examination is 2hours from 9.30 am to 11.30 am.

Kindly approve the same and oblige.

Thank you

Yours sincerely

Mr. Manjunath M

Dr. Anupama Malagi

Ms. Anitha D'silva

*manj*  
*Dr. Anupama Malagi* 16/6/15

*Ms. Anitha D'silva*  
16/6

Approved

*RM*  
16-06-15



# R V Institute of Management

## POST GRADUATE DIPLOMA in Applied HR Practices

### Issue of Certificates and Marks Card

Sl. No	University Registration Number	Name of the Student	Signature
1	131GCMA006	AKHILA R	Akhila R 16/7/15
2	131GCMA013	ASHA P	Asha P 16/07/15
3	131GCMA018	AYUSHI SINHA	Ayushi Sinha 16/7/15
4	131GCMA043	GREESHMA S	Greeshma S 16/7/15
5	131GCMA050	JUI ROY	Jui Roy 16/7/15
6	131GCMA081	MEGHASRI K S	Meghasri KS 16/7/2015
7	131GCMA099	PENUBARTHI V AMULYA	
8	131GCMA100	POOJA A	Pooja A 16/7/15
9	131GCMA105	PRIYA K DHARAMADASANI	Priya K 16/7/15
10	131GCMA108	PRIYANKA M	
11	131GCMA130	SHILPA HUSSAINI	
12	131GCMA151	SUSMITHA C S	Susmitha 16/7/15
13	131GCMA021	BHAGAVANTAPPA	
14	131GCMA031	CHETHAN K M	
15	131GCMA096	PANDHARINATH LAXMAN	
16	131GCMA119	ROHAN HEMANT KUMAR M	
17	131GCMA127	SHASHI KUMAR V	Shashi 16/7/15
18	131GCMA139	SOURABH KULKARNI	Sourabh 16/7/15
19	131GCMA156	VIKRAM SUHAS MANSABDAR	Vikram 16/7/15
20	131GCMA163	M ANAND PRABHU	M Anand 16/7/15
21	131GCMA157	Vinanti B V	Vinanti 16/7/15



Rashtriya Vidyapeetha Samithi Trust

## **R V INSTITUTE OF MANAGEMENT**

4<sup>th</sup> 'T' Block, Jayanagar, Bangalore – 560 041

### **Post Graduate Diploma in Applied HR Practices**

**PGD 2014-2015**

**Date: 27-06-2015**

#### **Paper 3: Applied HR Practices**

**Max. Marks: 70**

**Duration: 2 ½ hours**

#### **Section A**

**Answer any FIVE of the following questions each carrying 2 marks.**

**(5x2=10)**

1. How can I hide column & Row?
2. How you can sum up the Rows and Column number quickly in the excel sheet?
3. To move to the previous worksheet and to next sheet, what keys will you press?
4. What I is the difference between Vlookup & Hlookup?
5. What is the difference between references check and background verification?
6. When an employee joins a company what are the different formalities done by the HR for the new joiners?

#### **Section B**

**Answer any FOUR of the following questions each carrying 5 marks.**

**(4x5=20)**

1. What is the difference between recruitment and selection?(Mention any two differences)  
What are the different sources used in the companies to source resumes? (Mention any 5)
2. An employee has resigned with proper notice period. Other than salary what all payments company should pay? List out the documents to be given during his settlement process?
3. What is attrition? What is the formula to calculate attrition rate?
4. What are some of the retention strategies followed in the companies?
5. What is the difference between training and development?

### **Section C**

**Answer any TWO of the following questions each carrying 10 marks.**

**(2x10=20)**

1. Give two examples of Hr Policies followed in the companies?? Specify the HR Role in Framing HR Policy Manual?
2. Define Training Need Analysis? What are some of the methods of training?
3. What is ERM?? List out the steps to be followed in any situation of Employee Grievance Process?? What skills HR should have for an Effective ERM?

### **Section D**

**Compulsory question**

**(1x20=20)**

1. What is PMS. Why Appraisal Evaluation for Employees required? If Performance appraisal is not done what could be the hindrance for the Company?

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Rashtreeya Sikshana Samithi Trust

# RV INSTITUTE OF MANAGEMENT

CA 17, 36<sup>th</sup> Cross, 26<sup>th</sup> Main, 4<sup>th</sup> 'T' Block, Jayanagar, Bangalore – 560 041

E-mail: contact@rvim.in Website : www.rvim.in

Accredited by NAAC with "A" Grade

## Department of Human Resources

### Centre For Leadership and Human Excellence

## Certificate

### *Post Graduate Diploma in Applied HR Practices*

This is to certify that ~~Mr~~/Ms Priyanka M has successfully completed the Post Graduate Diploma in Applied HR Practices and passed the examination held during the year 2014-15 with A Grade.

**Dr. Anupama K. Malagi**

Co-ordinator

**Dr. T V Raju**

Director, RVIM

Grade: A+ Excellent, A Very Good, B+ Good, B Satisfactory

A Premier Institute in Management Education, Training, Research and Consultancy.





RASHTREEYA SIKSHANA SAMITHI TRUST  
**R V INSTITUTE OF MANAGEMENT**

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Accredited by NAAC with 'A' Grade

**DEPARTMENT OF HUMAN RESOURCES**

**Post Graduate Diploma in Applied HR Practices**

**STATEMENT OF MARKS**

PGD/AHRP/2014-15/09

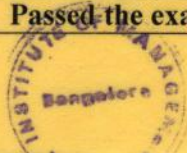
Date: 15/07/2015

Name: Priyanka M

Register Number: 108

Subject	Theory		Internal Assessment		Total Marks	
	Maximum	Obtained	Maximum	Obtained	Maximum	Obtained
P1. Project Management	70	33	30	23	100	56
P2. Statutory Compliances and Benefits	70	54	30	22	100	76
P3. Core HR	70	64	30	19	100	83
P4. Project Report and Viva Voce					100	84
Grand Total					400	299
Skill Development	Advanced Excel and Payroll Software				Successfully Completed	
Result	Passed the examination with A Grade					

Verified by: Dr. A. Narasima Venkatesh



Dr. Anupama K. Malagi  
Co-ordinator