

Bachelor of Commerce Examination: October - 2022
(Distance Education) (New Course)

Day & Date	Semester	Subject Name	Time	Code	Marks
Tuesday 11/10/2022	II (Fresh/ Repeater)	Commerce	11.00 AM To 02.10 PM	245206	75

Instructions: 1) Question No. 8 & 9 are compulsory.
2) Attempt any four questions from rest.

- Q.1** Explain the functions of HRM. **10**
- Q.2** What is job analysis? What steps are involved in the preparation of job analysis? **10**
- Q.3** State the limitations of performance appraisal. **10**
- Q.4** What are the factors affecting to decide wages/salaries? **10**
- Q.5** What is recruitment? Explain its sources. **10**
- Q.6** What is a job description? How is it prepared? **10**
- Q.7** What are the methods of training and development? **10**
- Q.8 a) Match the following:** **05**
- | A | B |
|--------------------------|---|
| 1) Remuneration | a) Statement showing job titles, tasks etc. |
| 2) Recruitment | b) Assigning employees to alternating jobs or tasks |
| 3) Job description | c) Amount paid per hour |
| 4) Training | d) Increasing the knowledge and skills |
| 5) Time Rate Wage System | e) Salary, bonus, commission |
- b) Answers in one sentence.** **05**
- 1) Induction
 - 2) Job design
 - 3) Job Simplification
 - 4) Piece Rate Wage System
 - 5) Performance appraisal
- Q.9 Write shorts notes (Any Five):** **25**
- a) Employee Empowerment
 - b) Organizational Downsizing
 - c) 360 degree appraisal
 - d) Placement
 - e) Human Resource Information system
 - f) Job Enrichment
 - g) Workforce Diversity