

**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**
- |  |  |   |
|--|--|---|
| <b>A</b>   |  | <b>B</b>  |
| 1) Remuneration<br>2) Recruitment<br><br>3) Job description<br>4) Training<br>5) Time Rate Wage System |  | a) Statement showing job titles, tasks etc.<br>b) Assigning employees to alternating jobs or tasks<br>c) Amount paid per hour<br>d) Increasing the knowledge and skills<br>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