

**Bharati Vidyapeeth
(Deemed to be University), Pune
School of Distance Education**

Assignment No.	01	Name of the Assignment Setter:	Prof.V.N.Kadam		
Course:	M.Com	Class:	M.Com	Semester:	III

Subject:	Business Administration-V
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Q.1) Attempt ANY ONE of the Following (10)

- a) Define 'Human Resource Management'. Discuss in detail the functions of HRM.
- b) What is 'Manpower Planning'? Explain the objectives of manpower planning.

Q.2) Attempt ANY TWO of the Following (10)

- a) Define 'Training'. Explain the needs and objectives of training.
- b) Explain the term 'Merit Rating'.
- c) Describe the objectives of manpower recruitment.
- d) Explain the procedure for selection of employees.

Q.3) Write Short Notes on ANY TWO of the following (10)

- a) Separation Schemes.
- b) Human Resource Audit.
- c) Methods of Training.
- d) Kinds of Retirement.
