



*Department of Commerce*

*Read all the instructions carefully before submitting your assignments online.*

- 1. Mention your university registration number, name, batch (category; fresh or backlog), semester, class room, contact number. Subject. And email address.*
- 2. Assignments must be handwritten by candidates, and should be original work of candidate.*
- 3. You must preserve hard copy of your assignment (use good quality paper), so that same may be submitted to department in future, when demanded.*
- 4. You are directed to submit soft copy of your assignment (not more than 10 pages) in pdf (duly signed by you) through email (given below in assignment).*
- 5. For Use only blue/ black ball point pen for writing an assignment.*
- 6. Your assignment will be rejected and nullified if it contains partial /wrong information (particularly registration no.) And/or if it is observed by the evaluator, the work done (submitted assignment) is just copy of somebody else's and is not original work of the candidate.*
- 7. Last date for submission of assignment is 26-06-2020 up to 11.59 P.m.*

*Assignment for Commerce 5<sup>th</sup> semester batch 2017 and backlog students of batch 2016*

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*Course title : Human Resource Management (skill enhancement course )*

*Course code : COM516*

*Assignment code : 5162020*

*E-mail to (for evaluation): [ajazmandoo17commerce@gmail.com](mailto:ajazmandoo17commerce@gmail.com)*

*E-mail to (for record keeping) : [ajazmandoo67@gmail.com](mailto:ajazmandoo67@gmail.com)*

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*Maximum mark: 100*

*Attempt all the questions*

*Q1. Define the terms 'job analysis', "job description" and 'job specification'. Mention their specific contents.*

*Q2. Draft your own selection process for recruitment of teachers in school department. Your process should help us in recruitment of talented staff on fast track basis .*

*Q3. Do you have any suggestions for stress management that can be employed practically to relieve our stress that is caused by lockdown and covid-19?*

*Q4. Discuss any one method of performance appraisal that can provide us unbiased appraisal of employee.*

*Q5. Discuss vestibule training.*

