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Code Number

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INDIAN SCHOOL MUSCAT SECOND PERIODIC TEST



BUSINESS STUDIES

CLASS: XII

Sub. Code: 054

Time Allotted: 50min

23.09.2018

Max. Marks:20

General Instructions:

- (i) Answers to questions carrying 1 mark may be from one word to one sentence.
- (ii) Answers to questions carrying 3 and 4 marks may be about 75 words.
- (iii) Answers to questions carrying 5 and 6 marks may be about 100 words.
- (iv) Attempt all parts of a question together.

1. Point out a difference between authority and responsibility. 1
2. Enumerate any two basis of departmentalization in an organization. 1
3. Ashish, the Marketing Head, Raman, the Assistant Manager and Jyoti the Human Resource Manager of 'Senor Enterprises Ltd.' decided to leave the company. The Chief Executive Officer of the company called Jyoti the Human Resource Manager and requested her to fill up the vacancies before leaving the organisation. Informing that her subordinate Miss Alka Pandit was very competent and trustworthy, Jyoti suggested that if she could be moved up in the hierarchy, she would do the needful. The Chief Executive Officer agreed for the same. Miss Alka Pandit contacted 'Keith Recruiters' who advertised for the post of marketing head for 'Senor Enterprises Ltd.'. They were able to recruit a suitable candidate for the company. Raman's vacancy was filled up by screening the database of unsolicited applications lying in the office.
(a) Name and explain the internal or external sources of recruitment used by 'Senor Enterprises Ltd.' to fill up the above stated vacancies. 3
4. Discuss the role of human resource manager in an organization. 4
5. Aman, Avneesh and Amrish have decided to start a business of manufacturing toys. They identified the following main activities which they have to perform: 5
 - Purchase of raw materials
 - Purchase of machinery
 - Production of toys Arrangement of finance
 - Sales of toys Identifying the areas where they can sell their toys

- Selection of employees

In order to facilitate the work, they thought that four managers should be appointed to look after
(a) production (b) finance (c) marketing (d) personnel.

- (a) Identify the function of management involved in the above mentioned para.
 - (b) Quote the lines from the above para which help you to identify this function.
 - (c) State the steps followed in the process of this function of management.
6. Define Motivation. Explain the process of Motivation

6

End of the Question Paper