O. P. JINDAL SCHOOL, SAVITRI NAGAR

Periodic Test – II (Round – I) 2026 – 2027

Class / Section: XII Comm. **MM**: 20

Subject: Business Studies (054) **Time:** 1Hrs.

Name: _____ Roll No.: _____

General Instructions: All questions are compulsory.

Q. 1. Answer the following questions- 1x4=4

a. Alpha Enterprises is a company manufacturing water geyser. The company has afunctional structure with four main functions-Production, Marketing, Finance and Human Resource. As the demand for the product grew, the company decided to hire more employees. Identify the concept which will help the Human Resource Manager in deciding the actual number of persons required in each department.

A. Workload Analysis **B.** Workforce Analysis **C.** job descriptions **D.** job satisfaction

b. Mrs. Raj Laxmi is working as the Human Resource Consultant in a firm that manufactures cosmetics, which is facing a problem of high employee turnover. The CEO of the company has invited suggestion from her for retaining the talented employees and reducing the employee turnover. Mrs. Raj Laxmi recommends that the good employees be rewarded in a way that it creates a feeling of ownership among the employees and at the same time, makes them contribute towards the growth of the organisation. Identify the incentive which has been suggested by Mrs. Raj Laxmi to the CEO of the company.

c. Sharmila, a very able HR manager, is called by her boss. He tells her to judge whether there is under manning or over manning in the organisation. She takes her work sincerely and finds out that the total number of employees in the organization is less than required. Then she starts a process of searching potential employees for the organisation. In her efforts to do so she adopts three ways: She goes to various MBA colleges to find out new talent. She talks to the existing employees for information about candidates in their knowledge who can be recruited in the organisation. She asks for data base of the candidates who applied last year but could not make it to the organisation. Which process is started by Sharmila to meet the problem of under manning?

A. Recruitment B. Selection C. Training & Development D. Staffing

d. Aditya Rubbers is thinking of knowing the worth of its employees but it is unable to do so yet. The firm now has decided to include a step in its staffing process through which it can judge the performance of its employees. Name the step the organisation is willing to include.

A. Promotion & Transfer B. Performance Appraisal C. Training D. Development

Q. 2. Joseph Bros is a firm manufacturing jute lampshade. It uses leftover jute pieces from various jute factories to manufacture economical lampshades which are supplied to various hotels in nearby towns. It employs men and women from nearby villages as workers for creating good lampshade designs. Joseph Bros, is not able to meet its targets. Namish, the supervisor of the company, was told to analyse the reasons for the poor performance. Namish found the following problems and suggested certain solutions in the working of the business. The number of workers employed was less than what was required for the work. As a result, the existing workers were overburdened. The firm decided to search for new workers and it asked the present employees to introduce candidates or recommend their friends and relatives to the firm. This enabled the firm to put people to jobs 'and assured the attainment of objectives according to plans.

(a) Identify the functions of management being performed by the firm in the above situation.
(b) Name the concept and its source used by the firm to attract more workers for the firm.
(c) Which source of the concept of management identified in (b) used by the firm. 3

Q.3 Prashant, the Director of a company, is planning to manufacture rugs for utilizing waste materials from one of his garment factories. He decided that this manufacturing unit will be set-up in a rural area so that people of that area will have more job opportunities. For this, he wanted four different heads for Sales, Accounts, Purchase and Production Departments. He decided that one of them will be a differently abled person, another from a minority community and one from a disadvantaged section of society. He gave an advertisement in the newspaper for the above vacancies. Identify and state the next three steps Prashant has to follow in the staffing process after advertising for the above vacancies. 3

Q. 4. Identify and explain the external source of recruitment discussed in each of the following cases:

(a) Veer Infrastructure Pvt. Ltd. was handling the construction of a government hospital building in Underbid. During the monsoon season, the project was delayed and there was a sudden rush of work to meet the deadline. The site supervisor placed a notice at the entrance of the construction site stating "Daily wage labourers needed for 15 days. Report with Identity Proof on Monday at 9:00 A.M. Preference for workers with experience in masonry or carrying materials".

(b) Vista Bank planned to expand its retail banking operations in Tier-2 and Tier-3 cities. They needed to hire over 200 middle-level managers with experience in sales, customer service and operations. Vista Bank approached 'Avon Consultants', one of India's leading management consultancy firms. 'Avon Consultants' advertised positions on job portals under their own name and also accessed its database of experienced professionals across India. After extensive screening, they shortlisted and forwarded qualified candidates to Vista Bank. **4**

Q. 5 Vera' was a garment manufacturing company known for its high-quality fashionable clothing. They had been in the fashionable clothing business for the last 23 years. The company was earning enough profit and the demand for their fashionable clothing was rising tremendously. The company was expanding and needed to hire new talent to meet the growing demand. They followed a comprehensive process to ensure that they brought in the best candidates. The process began with a first- round evaluation of applications. The Human Resources team carefully reviewed each candidate's qualifications, experience and suitability for the available positions. It eliminated unqualified or unfit job seekers based on the information supplied in the application forms and shortlisted 21 candidates who met the basic requirements. The shortlisted candidates were then asked to take a series of tests that attempted to measure certain characteristics of individuals, ranging from manual dexterity to intelligence to personality. These tests included assessments of their sewing skills, attention to detail, and knowledge of garment manufacturing processes. 15 candidates who performed well in the tests were invited for a formal in-depth conversation with the senior staff from the design team. Thereafter, 10 candidates were found suitable for the job position available. Since these 10 candidates had cleared all the above steps, Vera' conducted verification by contacting their previous employers to confirm the details the candidates had provided. Thereafter, a decision was made to choose 8 candidates who were best fitted for the roles. Explain the steps of the comprehensive process discussed above till the verification stage, to ensure that the company brought in the best candidates to meet the growing demand for fashionable clothing. **6**

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