

**PRE-MID TERM EXAM (2024-25)**

**BUSINESS STUDIES (054)**

**MARKING SCHEME**

Class : **XII Commerce**

Date : **31/07/2024**

Duration: **1Hr**

Max. Marks: **25**

1.	D) Decentralization	(1)								
2.	B) Functional structure	(1)								
3.	B) Organizing	(1)								
4.	B) Apprenticeship training	(1)								
5.	C) Campus Recruitment	(1)								
6.	<p style="text-align: center;"><b>Difference between Training and Development</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #00a0e3; color: white;">Training</th> <th style="background-color: #00a0e3; color: white;">Development</th> </tr> </thead> <tbody> <tr> <td>It is a process of increasing knowledge and skills.</td> <td>It is a process of learning and growth.</td> </tr> <tr> <td>It is to enable the employee to do the job better.</td> <td>It is to enable the overall growth of the employee.</td> </tr> <tr> <td>It is a job oriented process.</td> <td>It is a career oriented process.</td> </tr> </tbody> </table>	Training	Development	It is a process of increasing knowledge and skills.	It is a process of learning and growth.	It is to enable the employee to do the job better.	It is to enable the overall growth of the employee.	It is a job oriented process.	It is a career oriented process.	[1+1+1] (3)
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7.	<p>(i) <b>Authority:</b></p> <p><b>Authority refers to the right of an individual to command his subordinates and to take action within the scope of his position.</b> Authority also refers to the right to take decisions inherent in a managerial position to tell people what to do and expect them to do it. Authority flows from top to bottom.</p> <p>(ii) <b>Responsibility:</b></p> <p><b>Responsibility is the obligation of a subordinate to properly perform the assigned duty.</b> It arises from a superior-subordinate relationship because the subordinate is bound to perform the duty assigned to him by his superior. Thus, responsibility flows upwards, i.e., a subordinate will always be responsible to his superior.</p> <p>(iii) <b>Accountability:</b></p> <p>Delegation of authority undoubtedly empowers an employee to act for his superior but the superior would still be accountable for the outcome: <b>Accountability implies being answerable</b></p>	[1+1+1] (3)								

	for the final outcome.	
8.	<p>i. A) Personality Test [1+1+1+1]</p> <p>ii. D) Estimating Manpower Requirement</p> <p>iii. B) Selection</p> <p>iv. B) Selection Tests</p>	(4)
9.	<p><b>(i) Identification and division of work:</b> [1+1+1+1]</p> <p><b>The first step in the process of organising involves identifying and dividing the work that has to be done in accordance with previously determined plans.</b> The work is divided into manageable activities so that duplication can be avoided and the burden of work can be shared among the employees.</p> <p><b>(ii) Departmentalisation:</b></p> <p><b>Once work has been divided into small and manageable activities then those activities which are similar in nature are grouped together.</b> Such sets facilitate specialisation. This grouping process is called departmentalisation. Departments can be created using several criteria as a basis. Examples of some of the most popularly used basis are territory (north, south, west, etc.) and products (appliances, clothes)</p> <p><b>iii) Assignment of duties:</b></p> <p><b>It is necessary to define the work of different job positions and accordingly allocate work to various employees.</b> Once departments have been formed, each of them is placed under the charge of an individual. Jobs are then allocated to the members of each department in accordance to their skills and competencies. It is essential for effective performance that a proper match is made between the nature of a job and the ability of an individual. The work must be assigned to those who are best fitted to perform it well.</p> <p><b>(iv) Establishing authority and reporting relationships:</b></p> <p>Merely allocating work is not enough. <b>Each individual should also know who he has to take orders from and to whom he is accountable.</b> The establishment of such clear relationships helps to create a hierarchal structure and helps in coordination amongst various Departments.</p>	(4)

10.

(6)

The important steps in the process of selection are as follows:

(i) **Preliminary Screening:** Preliminary screening helps the manager eliminate unqualified or unfit job seekers based on the information supplied in the application forms. Preliminary interviews help reject misfits for reasons, which did not appear in the application forms.

(ii) **Selection Tests:** An employment test is a mechanism (either a paper and pencil test or an exercise) that attempts to measure certain characteristics of individuals. These characteristics range from aptitudes, such as manual dexterity, to intelligence to personality.

(a) **Intelligence Tests:** This is one of the important psychological tests used to measure the level of intelligence quotient of an individual. It is an indicator of a person's learning ability or the **ability to make decisions and judgments.**

(b) **Aptitude Test:** It is a measure of individual's **potential for learning new skills.** It indicates the person's capacity to develop. Such tests are good indices of a person's future success score.

(c) **Personality Tests:** Personality tests provide clues to a **person's emotions, her reactions, maturity and value system** etc. These tests probe the overall personality. Hence, these are difficult to design and implement.

(d) **Trade Test:** These tests **measure the existing skills of the individual.** They measure the level of knowledge and proficiency in the area of professions or technical training. The difference between aptitude test and trade test is that the former measures the potential to acquire skills and the latter the actual skills possessed.

(e) **Interest Tests:** Every individual has **fascination for some job than the other.** Interest tests are used to know the pattern of interests or involvement of a person.

(iii) **Employment Interview: Interview is a formal, in-depth conversation conducted to evaluate the applicant's suitability for the job.** The role of the interviewer is to seek information and that of the interviewee is to provide the same. Though, in present times, the interviewee also seeks information from interviewer.

(iv) **Reference and Background Checks:** Many employers request names, addresses, and telephone numbers of references for the purpose of verifying information and, gaining additional information on an applicant. Previous employers, known persons, teachers and university professors can act as references.

(v) **Selection Decision:** The final decision has to be made from among the candidates who pass the tests, interviews and reference checks. The views of the concerned manager will be generally considered in the final selection because it is he/she who is responsible for the performance of the new employee.

(vi) **Medical Examination:** After the selection decision and before the job offer is made, the candidate is required to undergo a medical fitness test. The job offer is given to the candidate being declared fit after the medical examination.

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