



# B.K. BIRLA CENTRE FOR EDUCATION

SARALA BIRLA GROUP OF SCHOOLS  
A CBSE DAY-CUM-BOYS' RESIDENTIAL SCHOOL



## PRE MID TERM EXAMINATION, 2025-26 BUSINESS STUDIES 054

**Class: XII**  
**Date: 5/08/2025**  
**Admission no:**

**Time: 1hr**  
**Max Marks: 25**  
**Roll no:**

### General Instructions:

- I. This question paper contains 10 questions. All questions are compulsory.
- II. Marks are indicated against each question.
- III. Question no. 1 to 5 are MCQs of 1 mark each.
- IV. Question no. 6 and 7 are Short Answer Type Questions, carrying 3 marks each. Answer to each question should not exceed 50-75 words.
- V. Question no. 8 and 9 are Short Answer Type Questions, carrying 4 marks each. Answer to each question should not exceed 120-150 words.
- VI. Question no.10 is Long Type Question, carrying 6 marks. Answer to this question should not exceed 180-200 words.

1. Assertion (A): The task of staffing involves manning the organisational structure. 1

Reason (R): It involves not only the requirements, but also the subsequent growth of individuals within the company.

Options:

- (a) Both Assertion and Reason are true Reason is the correct explanation of Assertion
- (b) Both Assertion and Reason are true but Reason is not the correct explanation of Assertion
- (c) Assertion is True but Reason false
- (d) Assertion is False but Reason true

2. Here, in this picture the manager is occupied with large piles of pending files. The person on duty outside his room is making others wait for long as his boss is busy. What solution can you suggest to solve this problem on both the sides? 1



- (a) Centralisation
- (b) Delegation of authority
- (c) Functional structure
- (d) Departmentalisation

3. Match the column I with column II:

1 Leads to specialization	a Delegation
2 Functional and divisional	b Step of organising process
3 It has narrow scope	c Importance of organization
4 Establishing reporting relationships	d Types of organisation structure

Options:

- (a) 1 -a, 2 -b, 3 -c, 4 - d
- (b) 1-b, 2 -d, 3 - c, 4 - a
- (c) 1 -b, 2 - c, 3 - a, 4 - d
- (d) 1- b, 2 -a , 3 - c, 4 - d

**4.** Under this type of organisational structure, manpower is grouped on the basis of different products manufactured.

- a) Divisional structure  
b) Functional structure  
c) Network structure  
d) Matrix structure

**5. Identify the correct sequence of the steps involved in the selection process.**

- (a) Medical Examination, Contract of Employment, Reference and Background Checking, Selection Decision, Job Offer

- (b) Reference and Background Checking, Selection Decision, Contract of Employment, Medical Examination, Job Offer

- (c) Job Offer, Reference and Background Checking, Selection Decision, Medical Examination, Contract of Employment

- (d) Reference and Background Checking, Selection Decision, Medical Examination, Job Offer, Contract of Employment.

6. Huma is working in a company on a permanent basis. As per the job agreement, she had to work for 8 hours a day and was free to work overtime. Huma worked overtime, due to which she fell ill and had to take leave from her work. No one showed concern and enquired about her health. She realised that she was fulfilling only some of her needs while some other needs still remained to be fulfilled.

- (a) By quoting the lines from the above para, identify the needs of Huma which she is able to fulfil.

- (b) Also explain two other needs of Huma followed by the above needs, which still remained to be satisfied.

7. Aman runs a factory wherein he manufactures leather shoes. The business is doing well and he intends to expand by diversifying into leather bags as well as leather jackets. Which type of organisation structure would you recommend for his expanded organisation and why? Give three reasons.

**8. Vinod - The Human Resource Manager, Umesh - The Assistant manager and Ashok – The Marketing Head of Hitashi Enterprises Ltd. decided to leave the company.**

The Chief Executive Officer of the company called the Human Resource Manager, Vinod and requested him to fill-up the vacancies before leaving the organization. Vinod suggested that his subordinate Rajesh is very competent and trustworthy. If he could be moved up in the hierarchy, he would do the needful. The Chief Executive Officer agreed for the same. Rajesh contacted 'Zenith Recruiters' who advertised for the post of marketing head for 'Hitachi Enterprises Ltd.'. They were able to recruit a suitable candidate for the company. Umesh's vacancy was filled-up by screening the database of unsolicited applications lying in the office.

- (a) Name the internal/external sources of recruitment used by 'Hitashi Enterprises Ltd.' to fill up the above stated vacancies.

- (b) Also, state any one merit of each of the above-identified sources of recruitment.

9. 'Organising is the process of defining and grouping the activities of the enterprise and establishing the authority relationship among them.'

In the light of this statement, explain the steps in the process of organising.

**10.** 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 agrees 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 the internal/external sources of recruitment used by Senor Enterprises Ltd. to fill up the above stated vacancies.

- (b) Also state any one merit of each of the above identified source of recruitment.