

1. When the Principal of Golden Life Public School was on the verge of retirement, the management of the school contacted a specialised business firm in order to fill up the vacancy. Identify the source of recruitment being used by the management:

- (a) Labour contractors. (b) Advertising
(c) Placement agencies and management consultants (d) Direct recruitment

2. The method of training in which actual work environment is created in a classroom and employees use the same materials, files and equipment that are required to be used by them in their day-to-day working is:

- (a) Vestibule Training. (b) Internship Training (c) Induction Training. (d) Apprenticeship Training

3. Define 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

4. Agile Pvt. Ltd. Manufactures athletic footwear. Owing to its popularity among sports teams across the country, it recently decided to enter into manufacturing of sports clothing and accessories. The type of organisational structure which is suitable for the company is:

- (a) Functional structure. (b) Divisional structure (c) Horizontal structure. (d) Informal structure

5. Sunita opened her travel agency named 'Sunita travels' in July 2024 she created separate departments for reservation, hotel booking, online queries and payment handling. Which organisation structure is used by Sunita :

- (a) Functional structure. (b) Divisional structure (c) Informal structure. (d) Vertical structure

6. Rahul, a worker, is given a target of assembling two computers per day. Due to his habit of doing things differently, an idea struck him, which would not only reduce the assembling time of computers but also reduce the cost of production. But instead of appreciating his idea, his supervisor scolded him and asked him to complete the work as per the prescribed technique.

Identify and describe the limitation of planning stated here.

- (a) Huge Cost. (b) Time Consuming (c) Reduces Creativity. (d) Rigidity

7. Micromax was India's largest seller of mobile handsets. It leveraged low-cost Chinese manufacturing ecosystem with some smart packaging and features like long-lasting batteries and dual-sim functionality to garner 20% market share in India's value-conscious mobile handset market.

Identify the two types of plan being described in the above lines.

- (a) Strategy and Objective. (b) Rule and Programme (c) Programme and Objective. (d) Method and Objective

8. Assertion (A) : Decentralization is an optional policies decision .

Reason ® : It is done at the discretion of the top management.

9. Assertion (A) : Training enhances employee productivity both in terms of quality and quality leading to high profits for the organisation.

Reason ® : training is a systematic learning which is always better as hit and trial methods without systematic learning lead to wastage of efforts and money.

10. Match the following:

Column -I

Column -II

- A. Trade Test. (i) Proposal interms of job position.
B. Personality test. (ii) Face to face interaction
C. Aptitude test. (iii) Final decision about hiring the candidate.
D. Interest test. (iv) Established the credibility of the person
(a) A-ii, B- iii, C- I, D- iv. (b) A-ii, B- iv, C- I, D- iii

© A-iii, B-iv, C-1, D-ii.

(d) A-iv, B-iii, C-ii, D-i

11. Dhruvan & Co. are running a shoe manufacturing company successfully. So, they planned to expand their business activities by adding more line of products, i.e. leather bags, belts and garments. Which type of structure would you recommend after expansion and why? Explain two advantages of this structure. (3)

12. Write difference between functional structure and divisional structure on the basis of formation, responsibility and coordination. (3)

13. Race Tech Ltd. is one of the top IT companies in India. The company does mass recruitment each year from different colleges offering higher level job to the final year students. This helps in recruiting the brightest and the best available talent in the educational institutions. In context of the above case:

A) Identify the source of external recruitment adopted by the company.

B) Explain briefly any three advantages of using the external sources of recruitment. (4)

campus recr.

14. Explain the limitations of planning. (4)

15. 'Caro', a car manufacturing company was manufacturing high cost, good quality luxury cars. For the last few years, the company was not earning good profits as the demand for the cars was very low.

Chief Executive Officer of the company, Piyush had a meeting with the Production and Sales Managers to discuss how to increase the revenue of the company. They found that nowadays instead of purchasing luxury cars people prefer to have such cars on rental basis. So they decided to start 'Car rental service'. The Production Manager also suggested that as these cars were sophisticated and each spare part was very costly it would be better to provide these cars for rental service along with trained drivers so that there would be less wear and tear. Piyush agreed and a training unit was started. Two of the available cars were used for training the drivers. People were very happy as they were getting these cars on rental basis with trained drivers. The idea was a big hit and the company was able to surpass its profit targets of the last 20 years. *Variable Training*

(a) Identify and explain the method of training given by 'Caro' to its drivers.

(b) Also, state any two advantages the drivers will get after this training. (4)

16. When Chandrashekhar Shukla returned to India after completing a Certificate course in Food Quality Assurance and Quality Control from the Netherlands, he was convinced that he would fulfil his grandfather's dream of converting their 58 acre land into a fertile farm. He started by setting out specific goals and laid down related activities to be performed to achieve the goals. Soon he launched his own company 'Food and Agribusiness Solutions Private Limited'. He sought to ensure that the future events effectively meet the best interest of the company. He prepared an annual statement for production and sales, based on sales forecasting. He noticed that the farmers grew only paddy due to which land remained idle for the subsequent 8 to 9 months of the year. He identified and assessed various alternatives through which farms could be utilised for the remaining months of the year. Through his accurate vision, judgement and systematic thinking based on analysis of the fact he presented a scheme to the farmers where both paddy and vegetables could be grown.

Identify and explain the features of one of the function of Management highlighted in the above case. Also quoting lines from the above paragraph. (6)

17. Discuss the various steps involved in the selection process of employees. (6)