

**KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE LUCKNOW****MONTHLY TEST AUGUST-2025****CLASS-XII****SUBJECT: - BUSINESS STUDIES (054)****TIME: - 60 MIN****M.M. 30****GENERAL INSTRUCTIONS:-**

- **Answers should be brief and to the point.**
- **Answers to the questions carrying 3 marks may be from 50 to 75 words.**
- **Answers to the questions carrying 4 marks may be about 150 words.**
- **Answers to the questions carrying 6 marks may be about 200 words.**

| Q.NO | QUESTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | MA<br>RKS |
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| 1    | Kartik has good leadership abilities and he is always convincing his employees those individual efforts and team efforts will help in achieving Organisational goals. Which importance of directing is being highlighted:-<br>a) Directing facilitates changes<br>b) Integrates Employees Efforts<br>c) Provides Stability and balance in the organisation<br>d) Initiate Action                                                                                                                                                                                                                                                        | 1         |
| 2    | The process of staffing includes:<br>I. Estimating manpower requirement<br>II. Recruitment<br>III. Selection<br>IV. Placement and Orientation<br>a. Only I    b. Both I & II    c. I, II and III    d. I, II, III and IV                                                                                                                                                                                                                                                                                                                                                                                                                | 1         |
| 3    | How a business firm came to know that organisation is under-staffed or over-staffed?<br>a. Production Analysis<br>b. Sales Analysis<br>c. Workforce Analysis<br>d. Salary Analysis                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1         |
| 4    | Assertion (A): Staffing is a continuous process.<br>Reason (R): In any organization, new jobs may be created and some of the existing Employees may leave the organization.<br>In the context of the above two statements, which of the following is correct?<br>a. Both (A) and (R) are correct and (R) is the correct explanation of (A).<br>b. Both (A) and (R) are correct and (R) is not the correct explanation of (A).<br>c. Only (A) is correct but (R) is false<br>d. Both (A) and (R) are incorrect                                                                                                                           | 1         |
| 5    | Write Difference between Training and development on the basis:-<br>a) Orientation    b) Purpose    c) Suitability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3         |
| 6    | Leadership indicates the ability of an individual to maintain good interpersonal relations with followers and motivate them to contribute towards achieving organizational objectives.” In the light of this statement, explain the styles of leadership.                                                                                                                                                                                                                                                                                                                                                                               | 3         |
| 7    | Mr. Shubhendu Bose is the owner of Bikmac Enterprises carrying on the business of manufacturing various kinds of biscuits. There was a lot of discontentment in the organisation and the targets were not being met. He asked his son, Naval, who had recently completed his MBA, to find out the reason.<br>Naval found that all the decision-making of the enterprise were in the hands of his father. His father didn't believe in his employees. As a result, both the employer and the employees were not able to understand each other's messages in the same sense. Thus, the employees were not happy and targets were not met. | 4         |

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|    | <p>Identify any two communication barriers because of which Bikmac Enterprises was not able to achieve its target.</p> <p>State one more barrier each of the types identified in (1) above.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |
| 8  | Explain the following:- a) Promotion b) campus placement c) Recommendation of present employees, d) Employments exchange?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 4 |
| 9  | <p>Verfab 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 form and shortlisted 21 candidates who met the basic requirements. The shortlisted candidates were then 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.</p> <p>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, 'Verfab' 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.</p> <p>Explain the steps of the comprehensive process discussed above till the verification stage, to ensure company brought in the best candidates to meet the growing demand for fashionable clothing.</p> | 6 |
| 10 | <p>Sohan was a regional manager in 'Haldi Ltd.' for the last eight years. On the retirement of the Marketing Manager, Sohan applied for the same post because he was extremely ambitious and had dedicated all his energies to obtain the post of Marketing Manager.</p> <p>However, the top management decided to fill the position by selecting a better person from outside the company. Because of this Sohan was heartbroken and his performance declined. When the new marketing manager joined, one of his major problems was how to motivate and inspire Sohan to his former level of performance.</p> <p>Suggest any four non-financial benefits that the new marketing manager may use to motivate Sohan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 6 |