

**SEMESTER 1 EXAMINATION
BUSINESS STUDIES (859)**

Maximum Marks: 80

ALL QUESTIONS ARE COMPULSORY

Every question / subpart of a question carries one mark.

ANSWER KEY

Question 1		
(a)	Job Description	
Question 2		
(b)	Imparting updated knowledge and skills to the trainees.	
Question 3		
(b)	Remedial Transfer	
Question 4		
(d)	Recruitment through intranet	
Question 5		
(d)	Environmental Significance	
Question 6		
(d)	It is an incomplete source of recruitment	
Question 7		
(a)	Recruitment	
Question 8		
(b)	Employee Provident Fund.	
Question 9		
(c)	It allows to crosscheck the information obtained through earlier steps of selection procedure.	
Question 10		
(c)	Lack of discipline	
Question 11		
(c)	Sabbatical leave	

Question 12		
(a)	Manpower estimation	
Question 13		
(c)	Apprenticeship Training	
Question 14		
(b)	Preliminary screening takes place as the present employee knows both the organisation and the candidate.	
Question 15		
(c)	Virtual Team	
Question 16		
(b)	Staff Morale	
Question 17		
(b)	Application blank	
Question 18		
(d)	Motivational	
Question 19		
(a)	Replacement transfer	
Question 20		
(b)	Salary slip	
Question 21		
(a)	Unskilled and semi-skilled workers	
Question 22		
(c)	Gratuity	
Question 23		
(c)	Positive process	
Question 24		
(d)	Self actualisation	
Question 25		
(b)	Dry Promotion	
Question 26		
(d)	Job oriented	
Question 27		
(a)	Half day leave.	

Question 28		
(c)	Eliminating unwanted candidates	
Question 29		
(d)	A placement agency	
Question 30		
(b)	Casual callers	
Question 31		
(c)	Satisfying job	
Question 32		
(b)	High quantity and quality of output	
Question 33		
(a)	Status symbol	
Question 34		
(d)	It is tangible.	
Question 35		
(c)	Job training, Promotional training, Remedial training, Refresher training.	
Question 36		
(d)	Closed	
Question 37		
(b)	It helps in revealing the leadership abilities of the candidate, along with team spirit.	
Question 38		
(b)	Positive means only.	
Question 39		
(c)	Restrictive norms of informal groups	
Question 40		
(a)	It fails to explain the phenomenon of multiple motivation.	
Question 41		
(b)	Removes the initial nervousness of the workers.	
Question 42		
(b)	There is a premium on inefficiency.	
Question 43		
(a)	Training cost is very high.	

Question 44		
(c)	Employee Provident Fund	
Question 45		
(c)	Hygiene	
Question 46		
(d)	It may be done to make the employees more versatile.	
Question 47		
(b)	Work is machine-paced.	
Question 48		
(a)	A large number of persons are to be trained every year.	
Question 49		
(a)	Premium is paid by both the employer as well as the employee.	
Question 50		
(b)	Production	
Question 51		
(a)	Promotion	
Question 52		
(c)	It is a process of bringing people and an organisation together so that the goals of both are achieved.	
Question 53		
(c)	Both the employer and job seeker must have access to the internet.	
Question 54		
(c)	Vestibule training	
Question 55		
(a)	Human behaviour is not based on needs.	
Question 56		
(d)	Challenging work	
Question 57		
(b)	It eliminates bias and nepotism.	
Question 58		
(b)	Provide maximum opportunities for personal development of each employee	
Question 59		
(c)	Training leads to economical usage of material and machinery.	

Question 60

(b) there is a lack of faith in the usefulness of training.

Question 61

(i)

(b) Job Enrichment.

(ii)

(a) Job Enlargement.

(iii)

(c) it involves adding more tasks of a similar nature to the job.

(iv)

(d) it is done to make the job more challenging and satisfying.

Question 62

(i)

(c) Recommendations by present employees.

(ii)

(c) On-the-job training.

(iii)

(a) New employees.

(iv)

(a) Job training.

Question 63

(i)

(a) Flexible hours

(ii)

(c) Work from home

(iii)

(b) Permanent Part Time

(iv)

(c) Work from home

Question 64

(i)

(a) Upgraded

(ii)		
	(c)	Promoted
(iii)		
	(a)	Production
(iv)		
	(c)	Versatility

Question 65

(i)		
	(c)	it motivates her to be efficient.
(ii)		
	(a)	Work done by her cannot be measured.
(iii)		
	(c)	It helps in maintaining solidarity among the workers.
(iv)		
	(c)	Output is the direct result of the quantum of effort put in by workers.