

# SOLUTIONS

## Specimen Paper 2023

### Business Studies

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#### SECTION: A

1. (i) Preliminary Screening  
(ii) Physiological Needs  
(iii) Time Rate System  
(iv) G2B (Government to Business)  
(v) HRA- House Rent Allowance  
(vi) Minimum acceptable human qualities  
(vii) Globalisation  
(viii) Knowledge Process Outsourcing  
(ix) Payroll  
(x) Option (c) is correct.  
(xi) Option (a) is correct.  
(xii) Option (b) is correct.  
(xiii) (a) False  
(b) False  
(c) False  
(d) False

#### SECTION: B

2. The merits of seniority-based promotion are:  
(i) It develops a sense of loyalty among the employees and the morale of the employees will be higher.  
(ii) It is easy to measure the length of service and administer the rule.  
(iii) Seniority is an objective basis for promotion and so each employee is sure of getting promotion.  
(iv) Subordinates are interested to work under a senior and experienced boss.  
(v) It reduces labour turnover. As employees become senior, their chances of promotion.

(Any four)

OR

#### Types of Reports:

- Statutory
- Non-statutory
- Private
- Public
- Informational
- Interpretative
- Routine
- Periodic
- Special

A Routine Report is prepared at regular intervals in the routine course of business. It is prepared

and presented as a routine work and at a regular period of time. A routine report contains some facts or information either in detail or in a summarized form without any opinion or recommendations.

A Special Report is a report submitted by a committee or commission which is appointed for a specific purpose. A Special Report is prepared and presented not as a matter of routine. This is prepared on the basis of some enquiry or investigation either by a single individual or by a body or a committee or a sub-committee or a commission specially formed or entrusted with the duty.

Statutory Reports are those which have to be prepared by a company under the provisions of the Companies Act or by a registered society registered under the Societies Registration Act or by a co-operative society registered under the Cooperative Societies Act and a copy of such report has to be submitted to the respective Registrar.

Non-Statutory Reports are prepared and submitted to management to facilitate planning and control. These are those which have to be prepared formally but there is no compulsion under law to be submitted to any authorized person.

An Informational Report presents the data collected or facts observed in an organized form. It does not contain conclusions or recommendations. An informative report is prepared and presented with the help of available information at the maximum with regard to an issue or situation.

An Interpretative Report not only contains the facts, views and opinions of reporters and others but also includes the causes for an issue or an event and required remedial action with recommendations.

(Any two)

#### 3. Significance of HRM:

##### Professional Significance:

- (i) Providing maximum opportunities for personal development of each employee.
- (ii) Maintaining healthy relationships among individuals and different work groups.
- (iii) Allocating and distributing the work properly to the right employee. (Any two)

##### Social Significance:

- (i) It maintains a balance between the jobs available and the job seekers, according to the qualifications and needs. Thus, it creates a focused, upward path of opportunities for job seekers that caters to their professional goals.

# Business Studies Specimen Paper 22

**N Colangelo**



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