

| | | |
|--------------------|--|--|
| Roll Number | | |
|--------------------|--|--|

SET

A



**INDIAN SCHOOL MUSCAT
FIRST PERIODIC TEST
BUSINESS ADMINISTRATION(CODE NO. 833)**

CLASS: XII

TERM 2

Max. Marks: 20

Time Allowed: 50 Mins.

| MARKING SCHEME | | | |
|-----------------------|-------------|---|-------------------------------------|
| SET | Q.NO | VALUE POINTS | MARKS SPLIT UP |
| A | 1. | Definition of Management | 1 |
| A | 2. | Management plays a vital role in accomplishment of organizational objectives & goals. The coordination & integration of material & human resources helps in achieving the pre-determined goals effectively & efficiently | 1 |
| A | 3. | <ul style="list-style-type: none"> To represent the problems or grievances of workers before the middle level management. To plan& organize the activities of their unit. To provide training to workers. To maintain good working conditions & developing healthy relations between superior & subordinate. | 1/2 + 1/2 |
| A | 4. | Top Level Management | 1 |
| A | 5. | i) Universally ii) Staffing | 1+1 |
| A | 6. | i) True ii) False | 1+1 |
| A | 7. | An efficient management can lead a business towards growth & prosperity. Management reduces wastage of human, material & financial resources through proper planning & control. | 2 |
| A | 8. | Management functions are continuous & never ending. These functions are simultaneously performed by all managers all the time i.e. planning, organizing, staffing, directing & controlling. + diagram | 1 ^{1/2} + 1 ^{1/2} |
| A | 9. | a) Middle level Management b) <ol style="list-style-type: none"> They act as a linking pin between the top & lower level management. They organize all the resources & activities of their department. They execute & implement the plans of the organization in accordance with the policies of the top management. They select, appoint & train employees of their department. | 1+2 |
| A | 10. | Planning , Organising, Staffing, Directing & Controlling | 1+1+1+1+1 |

| | | |
|--------------------|--|--|
| Roll Number | | |
|--------------------|--|--|

SET

B



**INDIAN SCHOOL MUSCAT
FIRST PERIODIC TEST
BUSINESS ADMINISTRATION(CODE NO. 833)**

CLASS: XII

TERM 2

Max. Marks: 20

Time Allowed: 50 Mins.

| MARKING SCHEME | | | |
|-----------------------|-------------|---|--|
| SET | Q.NO | VALUE POINTS | MARKS SPLIT UP |
| B | 1. | Personal objectives are concerned with satisfaction of financial & social needs of the employees. Through motivation & direction management helps the individuals to achieve their personal goals while working towards organizational objectives. | 1 |
| B | 2. | Administration is concerned with laying down of policies, determining goals and management is concerned with implementation of the policies for achievement of goals. Every manager spends a part of his time in performing administration function & remaining in management function. | 1 |
| B | 3. | Supervisory Level. | 1 |
| B | 4. | 1. To lay down the objectives of the enterprise. 2. To prepare strategic plans & policies for the enterprise. 3. To assign jobs to different individuals working at middle level. | 1/2+1/2 |
| B | 5. | i) Controlling ii) Intangible | 1+1 |
| B | 6. | i) False ii) False | 1+1 |
| B | 7. | An efficient management can lead a business towards growth & prosperity. Management reduces wastage of human, material & financial resources through proper planning & control. | 2 |
| B | 8. | i) It is multidimensional as it involves management of work, people & operations. ii) Management is an essential element of every organised activity irrespective of the size or type of organization i.e. Government, business, sports, university or hospital. It is also prevalent in all the levels of the organisation, and in all the departments. | $1^{1/2} + 1^{1/2}$ |
| B | 9. | Tabular Differences | 1+1+1 |
| B | 10. | Middle & Supervisory. Functions | $1^{1/2} + 1^{1/2}$ $1^{1/2} + 1^{1/2}$ |

| | | |
|--------------------|--|--|
| Roll Number | | |
|--------------------|--|--|

SET

C



**INDIAN SCHOOL MUSCAT
FIRST PERIODIC TEST
BUSINESS ADMINISTRATION(CODE NO. 833)**

CLASS: XII

TERM 2

Max. Marks: 20

Time Allowed: 50 Mins.

| MARKING SCHEME | | | |
|-----------------------|-------------|--|--|
| SET | Q.NO | VALUE POINTS | MARKS SPLIT UP |
| C | 1. | <ul style="list-style-type: none"> To represent the problems or grievances of workers before the middle level management. To plan& organize the activities of their unit. To provide training to workers. | $\frac{1}{2}+\frac{1}{2}$ |
| C | 2. | Supervisory Level | 1 |
| C | 3. | Administration is concerned with laying down of policies, determining goals and management is concerned with implementation of the policies for achievement of goals. Every manager spends a part of his time in performing administration function & remaining in management function. | 1 |
| C | 4. | The basic goal of management is to ensure efficiency & economy in the utilization of human, physical & financial resources. Managerial success is measured by the extent to which the objectives are achieved. Thus management is purposeful. | 1 |
| C | 5. | i) Organising ii) Intangible | 1+1 |
| C | 6. | i) True ii) False | 1+1 |
| C | 7. | An efficient management can lead a business towards growth & prosperity. Management reduces wastage of human, material & financial resources through proper planning & control. | 2 |
| C | 8. | i) Management is a dynamic function as it has to adopt the changes according to the need of the environment & growth of the business. ii) The principles & techniques of management have universal application. They are not rigid. They can be modified & applied in different situations. | $1^{\frac{1}{2}}+1^{\frac{1}{2}}$ |
| C | 9. | Tabular Differences | 1+1+1 |
| C | 10. | Top & Middle Level. Functions | $\frac{1}{2}+\frac{1}{2}$ $1^{\frac{1}{2}}+1^{\frac{1}{2}}$ |