

Roll Number		
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A



INDIAN SCHOOL MUSCAT SECOND PERIODIC ASSESSMENT

BUSINESS ADMINISTRATION

CLASS: XII
12.05.2019

Sub. Code: 833

Time Allotted: 50 mts
Max. Marks: 20

GENERAL INSTRUCTIONS:

- a) All questions must be attempted in the correct order.
- b) Multiple choice questions of 1 mark each. Answer any 06 questions out of the given 08 questions.
- c) Short Answer questions of 3 marks each. Answer any 02 questions from the given 03 questions.
- d) Long/Essay type questions of 4 marks each. Answer any 02 questions from the given 03 questions.

This question paper contains 14 questions out of which 10 questions are to be attempted.

Answer any 06 from the given 08 questions

1. Mr. Mohan, Financial Manager of ABC LTD has prepared the annual statement of proposed expenditure to be presented in the Annual General Meeting. Identify the type of function formulated by the Financial Manager 1
 (a) Planning (b) Organizing (c) Directing (d) Controlling
2. Planning, organizing, directing and controlling are the 1
 (a) Functions of management (b) Goals of management
 © Results of management (d) All of the above
3. Coordinating people and human resources to accomplish organizational goals is the process of 1
 (a) Planning (b) Directing (c) Management (d) Leadership
4. Which of the following would be included in the in the 'controlling function' 1
 (a) Measuring results against corporate objectives (b) Explaining routines
 © Setting standards (d) Giving assignments
5. Empowerment is related to 1
 (a) Planning (b) Directing (c) Organizing (d) Controlling

6. Motivation is related to 1
 (a) Planning (b) Controlling (c) Leading (d) Tactical decisions
7. Supervisory management spends most of his/ her time 1
 (a) Planning and Controlling (b) Directing and Controlling
 © Planning and Organizing (d) Organizing and Controlling
8. The function of arranging the work to be done and assigning tasks, authority and 1
 resources to people so that they can work to support the purposes of the organization is
 known as
 (a) Planning (b) Controlling (c) Leading (d) Organizing

Answer any 02 out of the given 03 questions

9. State any three points of importance of directing function of management 3
10. Rahul decided to start a desert cooler manufacturing business. He sets the target of 3
 earning 20% profit on sales in the first year. He was very much concerned about the
 future prospects of the business which were uncertain. For this he gathered information
 from the potential market and analyzed that the demand is increasing day to day. On the
 basis of gathered information he called for a meeting in the following week to find new
 methods to achieve the goals.
 a) Identify the function of management involved in the above case.
 b) Enumerate the steps which have been followed by Rahul that are related to the
 process of one of the functions of management.

11. State any three characteristics of the management function Coordination. 3

Answer any 02 out of the given 03 questions

12. Textile manufacturer Super textile reported 43% fall in its profit in the fourth quarter 4
 ended 31 March 2017, which is beyond the acceptable range. The company aims to
 implement cost saving measures.
 a) Define and explain the function of management discussed above.
 b) Identify and explain the steps of the function of management discussed above.
13. Define the function staffing. Explain the steps involved in the process of staffing. 4
14. A restaurant wants to improve the service for its customers. How should the restaurant 4
 manager organise the staff to achieve this goal? Explain the steps involved in the function
 of organizing.

End of the Question Paper

Roll Number		
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B



INDIAN SCHOOL MUSCAT SECOND PERIODIC ASSESSMENT

BUSINESS ADMINISTRATION

CLASS: 12

Sub. Code: 833

Time Allotted: 50 mts

12.05.2019

Max. Marks: 20

GENERAL INSTRUCTIONS:

- All questions must be attempted in the correct order.
- Multiple choice questions of 1 mark each. Answer any 06 questions out of the given 08 questions.
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- _____ is often called the fifth function of management. It involves the evaluation, recruitment, selection, training and placement of individuals in specific job roles 1
(a) Staffing (b) Hiring (c) Interviewing (d) Controlling
- Pick the option that represents an example of organizing 1
(a) Ram is a lawyer at a large PR company and is preparing all of his co- workers for depositions that they will have to face
(b) Ram is a project manager at an IT company and is determining how he should distribute resources and allocate roles
(c) Ram is a manager at a large PR company and he is trying to determine which people he should hire to work on his company's new promotional line.
(d) Ram is a director at large IT company and he is trying to determine how his employees have performed and the past quarter.
- In what order do managers typically perform the managerial function? 1
(a) Planning (b) Leading (c) Organizing (d) Controlling
- Writing an organizational strategic plan is an example of the _____ management function 1
(a) Leading (b) Coordinating (c) Planning (d) None of the above
- Which term best describes the process of obtaining, deploying and utilizing a variety of essential resources to contribute to an organization's success? 1
(a) Planning (b) Staffing (c) Organizing (d) Management

6. Which management function involves setting goals and objectives and creating specific plans for completing them? 1
 (a) Planning (b) Controlling (c) Leading (d) Organizing
7. Which part of the management process includes measuring results, comparing results to expectations, and taking corrective action to bring results in to line? 1
 (a) Planning (b) Controlling (c) Leading (d) Organizing
8. Which of the following characterize a manager as being efficient? 1
 (a) They use a minimum amount of resources for the amount of outputs produced
 (b) They devote a large amount of time to planning
 (c) They achieve their goals
 (d) They interview, select and train people who are most suitable to fill open jobs.

Answer any 02 out of the given 03 questions

9. State any three characteristics of the management function Coordination. 3
10. State any three points of importance of directing function of management 3
11. Rahul decided to start a desert cooler manufacturing business. He sets the target of earning 20% profit on sales in the first year. He was very much concerned about the future prospects of the business which were uncertain. For this he gathered information from the potential market and analyzed that the demand is increasing day to day. On the basis of gathered information he called for a meeting in the following week to find new methods to achieve the goals. 3
 a) Identify the function of management involved in the above case.
 Enumerate the steps which have been followed by Rahul that are related to the process of one of the functions of management.

Answer any 02 out of the given 03 questions

12. Define the function staffing. Explain the steps involved in the process of staffing. 4
13. A restaurant wants to improve the service for its customers. How should the restaurant manager organise the staff to achieve this goal? Explain the steps involved in the function of organizing. 4
14. Textile manufacturer Super textile reported 43% fall in its profit in the fourth quarter ended 31 March 2017, which is beyond the acceptable range. The company aims to implement cost saving measures. 4
 a) Define and explain the function of management discussed above.
 b) Identify and explain the steps of the function of management discussed above.

End of the Question Paper

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C



INDIAN SCHOOL MUSCAT SECOND PERIODIC ASSESSMENT

BUSINESS ADMINISTRATION

CLASS: XII

Sub. Code: 833

Time Allotted: 50 mts

12.05.2019

Max. Marks: 20

GENERAL INSTRUCTIONS:

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- e) This question paper contains 14 questions out of which 10 questions are to be attempted.

Answer any 06 from the given 08 questions.

1. The word _____ denotes a function, a task and a discipline 1
 (a) Management (b) Leadership (c) Manufacturing (d) None of the above
2. Organizational structure refers primarily to 1
 (a) How activities are coordinated and controlled
 (b) How resources are allocated
 (c) The location of departments and office space
 (d) The policy statements developed by the firm
3. The basic functions of the management process include all the following except 1
 (a) Planning (b) Organizing (c) outsourcing (d) Leading
4. Which of the following is the person responsible for accomplishing an organization's goals by managing the efforts of the organization's people? 1
 (a) Manager (b) Entrepreneur (c) Generalist (d) Marketer
5. Which function of the management process requires a manager to establish goals and standards and to develop rules and procedures? 1
 (a) Planning (b) Staffing (c) Organizing (d) Leading
6. Claire spends most of her time at work establishing goals for her staff of fifty employees and developing procedures for various tasks. in which function of the management process 1

does Claire spend most of her time?

- (a) Planning (b) Controlling (c) Leading (d) Organizing

7. When managers use matrices to assess performance and then develop strategies for corrective action, they are performing the _____ function of the management process. 1

- (a) Planning (b) Controlling (c) Organizing (d) Leading

8. In the management process, which of the following is an activity associated with the leading function? 1

- (a) Motivating subordinates (b) Setting performance standards
(b) Training new employees (d) Developing procedures

Answer any 02 out of the given 03 questions

9. Rahul decided to start a desert cooler manufacturing business. He sets the target of earning 20% profit on sales in the first year. He was very much concerned about the future prospects of the business which were uncertain. For this he gathered information from the potential market and analyzed that the demand is increasing day to day. On the basis of gathered information he called for a meeting in the following week to find new methods to achieve the goals. 3

- a) Identify the function of management involved in the above case.
b) Enumerate the steps which have been followed by Rahul that are related to the process of one of the functions of management.

10. State any three characteristics of the management function Coordination. 3

11. State any three points of importance of directing function of management 3

Answer any 02 out of the given 03 questions

12. A restaurant wants to improve the service for its customers. How should the restaurant manager organise the staff to achieve this goal? Explain the steps involved in the function of organizing. 4

13. Textile manufacturer Super textile reported 43% fall in its profit in the fourth quarter ended 31 March 2017, which is beyond the acceptable range. The company aims to implement cost saving measures. 4

- a) Define and explain the function of management discussed above.
b) Identify and explain the steps of the function of management discussed above.

14. Define the function staffing. Explain the steps involved in the process of staffing. 4

End of the Question Paper