

<b>Roll Number</b>		
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**SET**

**A/B/C**



**INDIAN SCHOOL MUSCAT  
FIRST PERIODIC TEST  
BUSINESS STUDIES (054)**

**CLASS: XII**

**TERM 2**

**Max. Marks: 20**

**Time Allowed: 50 Mins.**

<b>MARKING SCHEME</b>			
<b>SET</b>	<b>Q.NO</b>	<b>VALUE POINTS</b>	<b>MARKS SPLIT UP</b>
A	1	(A) Controlling	1
B		(C) Directing	
C		(B) Organizing	
	2	Management is pervasive as it is needed in all spheres say, business or non-business organisations	1
	3	Two points highlighting the importance of Management. (i.) Management helps in achieving group goals (ii.) Management increases efficiency (iii.) Management creates a dynamic organisation (iv.) Management helps in achieving personal objectives (v.) Management helps in the development of society (State any two points)	2
	4	Mr. Prabal is effective as he gets his job done but not efficient as the job is done at a very high cost.	2
A	5	Functions performed by the Top Level Management. <ul style="list-style-type: none"> <li>Integrate diverse elements and coordinate the activities of different departments according to the overall objectives of the organisation.</li> <li>These top level managers are responsible for the welfare and survival of the organisation.</li> <li>They analyse the business environment and its implications for the survival of the firm.</li> <li>They formulate overall organisational goals and strategies for their achievement.</li> <li>They are responsible for all the activities of the business and for its impact on society.</li> <li>The job of the top manager is complex and stressful, demanding long hours and commitment to the organisation.</li> </ul>	3
B		Functions performed by the Middle Level Management. <ul style="list-style-type: none"> <li>Middle management is responsible for implementing and controlling plans and strategies developed by top management.</li> <li>At the same time they are responsible for all the activities of first line managers. Their main task is to carry out the plans formulated by the top managers. For this they (i) interpret the policies framed by top management, (ii) ensure that their department has the necessary personnel,</li> </ul>	

C		<p>(iii) assign necessary duties and responsibilities to them,  (iv) motivate them to achieve desired objectives, and  (v) Cooperate with other departments for smooth functioning of the organization.</p> <p>Functions performed by the Supervisory Level Management.</p> <ul style="list-style-type: none"> <li>• Supervisors directly oversee the efforts of the workforce.</li> <li>• Supervisory management plays a very important role in the organisation since they interact with the actual work force and pass on instructions of the middle management to the workers.</li> <li>• Through their efforts quality of output is maintained, wastage of materials is minimised and safety standards are maintained.</li> <li>• The quality of workmanship and the quantity of output depends on the hard work, discipline and loyalty of the workers</li> </ul> <p>(Any three points)</p>	
	6	<p>The nature of management highlighted here is Management is an Art.</p> <ul style="list-style-type: none"> <li>• Existence of Theoretical Knowledge</li> <li>• Personalised Application</li> <li>• Based on Practice &amp; Creativity (Explain any two)</li> </ul>	3
	7	<p>(i.) Organisational – “The revenue earned by the company was sufficient day by day, so the company decided to increase production to generate higher sales.”</p> <p>(ii.) (ii) Social – “The Company also decided to open schools and creches for the children of its employees.”</p> <p>(Explain)</p>	3
	8	<p>(a) Coordination is the quality of management that Kartik has introduced in the working of the production department as a corrective measure to control the output of the workers. Coordination is the process which helps to integrate the efforts of different individuals with diverse needs to secure a unity of action in the pursuit of common goals.</p> <p>(b) The two points highlighting the importance of coordination are stated below:</p> <ul style="list-style-type: none"> <li>• Growth in the size: With the growth in the size of an organisation, there is a proportionate increase in the number of its employees. So there is a greater need to unify the efforts of diverse individuals towards the realisation of organisational goals.</li> <li>• Functional differentiation: As a result of functional differentiation in an organization, its people and activities get divided into small departments on the basis of functions like marketing, finance etc. Since each such department tends to formulate its own objectives, policies etc., there is a need to reconcile the goals pursued by each of such departments with the goals of the organization as a whole.</li> </ul>	5