



INDIAN SCHOOL MUSCAT SECOND PERIODIC TEST



BUSINESS STUDIES

SET A

CLASS: XII

Sub. Code: 054

Time Allotted: 50Mts

23.09.2018

Max. Marks: 20

EXPECTED VALUE POINTS AND SCHEME OF EVALUATION

Q.NO.	Answers	Marks (with split up)
1	Functional Structure.	1
2	Span of management refers to the number of subordinates that can be effectively managed by a superior.	1
3	Staffing has been described as the managerial function of filling and keeping filled, the positions in an organisation structure. Or Staffing is 'putting people to jobs'. (i) helps in discovering and obtaining competent personnel for various jobs (ii) makes for higher performance, by putting right person on the right job (iii) ensures the continuous survival and growth of the enterprise through the succession planning for managers (iv) helps to ensure optimum utilisation of the human resources (v) improves job satisfaction and morale of employees through objective assessment and fair rewarding of their contribution. (any 2)	3
4	Training of Employees/Vestibule Training/On the Job Training. Benefits that the workers will derive by the decision of the supervisor. (a) It helps in promotion and career growth due to improved skills and knowledge. (b) It helps them to earn more due to the improved performance. (c) It reduces accidents as the employees are more efficient to handle machines. (d) It increases the morale of the employees as the employees are more	4

	satisfied. (any 3)	
5	<p>Informal Organisation</p> <p>Characteristics of Informal Organisation:</p> <p>(a) It originates from within the formal organisation</p> <p>(b) The standards of behaviour evolve from group norms</p> <p>(c) Independent channels of communication are developed by group members.</p> <p>(d) It emerges spontaneously and is not deliberately created by the management.</p> <p>(e) It has no definite structure or form. (any 4)</p>	5
6	<p>(i) Directing.</p> <p>(ii) Motivation.</p> <p>(iii) Features of Motivation:</p> <p>(a) It is an internal feeling.</p> <p>(b) It produces goal directed behaviour.</p> <p>(c) It can be positive or negative.</p> <p>(d) It is a complex process. (explain)</p>	6