

INDIAN SCHOOL MUSCAT
CLASS: 12
HALF YEARLY EXAMINATION
 Subject : BUSINESS STUDIES
SET - A

QP.NO.	VALUE POINTS	SPLIT UP MARKS
1.	The obstructions that occur in the process of communication	1
2.	Option C	1
3.	Co ordination	1
4.	Curse	1
5.	True, Because everyone work for common objective	1
6.	Option A	1
7.	Option C	1
8.	Supervisors	1
9.	True . because business environment helps to provide all kinds of resources like mem materials	1
10.	The process of making an economy is an integral part of world economy.	1
11.	Motivation	1
12.	The plan can be used only one time with specified objective	1
13.	Increase in population	1
14.	Option B	1
15.	Induction training	1
16.	Option B	1
17.	Option D	1
18.	Political	1
19.	Option D	1
20.	Cooperation not individualism	1
21.	As the organization grow in size ,the number of employees also increases and to ingrate their efforts co ordination is required. Coordination is never established by itself rather it is a conscious effort on the part of every manager. Cooperation is voluntary effort of employees to help one another. Effective coordination cannot be achieved without cooperation of group members	3
22.	Middle level Any two functions.	3
23.	They are general guidelines to action and decision making however they do not provide readymade solutions as the business environment is ever changing or dynamic. However it is important in the sense that small guidelines helps to solve a given problem Or Their applicability depends upon the prevailing situation at a particular point of time. According to Taylor, “Management principles are ‘capsules’ of selected management wisdom to be used carefully and discretely” The application of principles has to be changed as per requirements.	3

24.	<p>Rules are clear instructions that must be followed by the entities. And in case if rules are not followed then entity will have to face some legal action in the form of penalties, suspension etc.</p> <p>Policies relates to how the rules are going to be implemented. Entities design their policies on the basis of rules applied by regulatory authorities AND their business objectives. Policies basically give a direction to the entity that is <u>in line</u> with both applicable laws and aims that business wants to achieve.</p>	3
25.	<p>a) External source of recruitment.</p> <p>b) Merits:</p> <ol style="list-style-type: none"> 1. Fresh talent 2. Wider choice any other merits with explanation 	3
26.	<p>a) Planning is function and it is futuristic or any other feature</p> <p>b) Limitations</p> <ol style="list-style-type: none"> 1. It does not guarantee success 2. It is not applicable in dynamic environment 3. It is rigid (any other 3 limitations) <p style="text-align: center;">Or</p> <p>a) Planning</p> <p>Dynamic, futuristic, mental exercise or any other features with explanation</p>	4
27.	<p>a) Business Environment and its feature are general and specific, dynamic, totality of external forces etc</p> <p>b) Importance</p> <ol style="list-style-type: none"> 1. It helps to identify threats and opportunities 2. It helps to cope with changes 3. It helps in tapping useful resources 4. It helps in improving performance 5. assisting in planning and formulation of policy 	4
28.	<p>Planning and controlling are inseparable twins of management. Planning is a prerequisite of controlling.</p> <p>Planning is an intellectual process whereas controlling is evaluative.</p> <p>Planning is looking ahead whereas controlling is looking backward.</p>	4
29.	<p>Motion Study: It is the science of eliminating wastefulness resulting from using unnecessary, ill-directed and inefficient motions by workers and machines to identify best method of work.</p> <p>Time study: It determines the standard time taken to perform a well-defined job. The objective of time study is to determine the number of workers to be employed, frame suitable incentive schemes & determine labour costs.</p>	5
30.	<p>Basic Physiological Needs refer to the needs that are most basic in the hierarchy like hunger, thirst, shelter etc. which can be</p>	5

	<p>fulfilled by basic salary.</p> <p>Safety/Security Needs refer to the needs to get security and protection from physical and emotional harm which can be fulfilled through job security, stability of income, pension plans etc.</p> <p>Affiliation/Belonging Needs refer to the needs that relate to affection, sense of belongingness, acceptance and friendship which can be fulfilled through team work, kindness etc.</p> <p>Esteem Needs include factors such as self-respect, autonomy status, recognition and attention which can be fulfilled by giving praise and recognition, offering promotions etc.</p> <p>Self-Actualisation Needs refer to the drive to become what one is capable of becoming which can be fulfilled by providing challenging work and giving them flexibility and autonomy in their jobs</p> <p style="text-align: center;">Or</p> <p>Communication is a process of exchange ideas , views etc</p> <p>Premature evaluation</p> <p>Lack of attention</p> <p>Loss by transmission and poor retention</p> <p>Distrust (with explanation)</p>	
31.	<p>1.Functional Structure is one in which the reporting relationships of the organization are bifurcated according to their functional area. An organizational structure wherein the organizational functions are classified into divisions as per product or service lines , market, is called Divisional Structure.</p> <p>2.Responsibility Difficult to fix responsibility on a particular department.</p> <p>Easy to fix responsibility for performance.</p> <p>3.Managers do not have autonomy of decisions.</p> <p>Managers have autonomy of decisions.</p> <p>4.Economical, as the functions are not repeated.</p> <p>Expensive as it involves repetition of resources.</p> <p style="text-align: center;">Or</p> <p>Delegation is compulsory act .Decentralisation is an optional decision.</p> <p>More control by superiors where as less control over executives</p> <p>It is process followed to share tasks .decentralization is the result of the policy decision.</p> <p>It has a narrow scope and decentralization has wider scope.</p>	5
32.	<p>1. Assignment of duties according the qualities and skill</p> <p>2. Departmentalization and establishing reporting relationship</p> <p>Departmentalization involves grouping of similar activities into departments, units, sections etc. using several criteria as a basis to facilitate specialization.</p> <p>Assignment of duties is done to the members as per their job positions. Once departments have been created, each of them is placed under the charge of an individual.</p>	

	<p>Establishing reporting relationships While assigning jobs, each member is told that from whom he/she has to take orders and to whom he/she will be accountable. The establishment of such clear reporting relationships help to create a well defined hierarchical structure.</p> <p>3)Organising offers benefits of specialisation as it leads to a systematic allocation of jobs amongst the workforce as the specific employees are assigned specific job on a regular basis.</p> <p>It brings clarity in working relationships by establishing a hierarchical order thereby enabling the fixation of responsibility and specification of the extent of authority to be exercised by an individual.</p>	
33.	<p>1. Democratic style</p> <p>2 Pay and allowances Productivity linked wage incentives Bonus Profit Sharing Co-partnership/ Stock option Retirement Benefits Perquisites</p>	6
34.	<p>Estimating the manpower requirements on the basis of workload analysis and workforce analysis.</p> <p>Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organisation.</p> <p>Selection is the process of choosing from among the pool of the prospective job candidates developed at the stage of recruitment.</p> <p>Placement and Orientation is done by giving the charge of the post to the employee for which he has been selected. It also includes introducing him to the other employees and familiarising him with the rules and policies of the organisation.</p> <p>Training and development is done in order to ensure continuous learning of their employees so that they contribute effectively and efficiently towards the realisation of the organisational goals. Training is given to make a person job fit whereas development seeks to increase their potential for higher level jobs.</p> <p>Performance appraisal is undertaken to evaluate the worth of an employee to the organisation.</p> <p>Promotion and career planning are an integral part of people's career and enhance their job satisfaction.</p> <p>Compensation refers to all forms of pay or rewards going to employees.</p>	6

	<p style="text-align: center;">Or</p> <p>Benefits of Training to the Organization</p> <ul style="list-style-type: none"> • Training imparts systematic learning to employees thereby helping to avoid wastage of efforts and money and is considered better than the hit and trial method. • It increases the employees' productivity both in terms of quantity and quality, leading to higher profits. • Training increases the morale of the employees and reduces absenteeism and employee turnover. • It helps in obtaining effective response to fast changing environment – technological and economic. • Training equips the future manager who can take over in case of emergency. <p>Benefits of Training to the Employee</p> <ul style="list-style-type: none"> • Training leads to better career of the individual due to improved skills and knowledge during training. • It helps an individual earn more due to increased productivity. • It makes the employee more efficient in handling machines and less prone to accidents. <p>It increases the satisfaction and morale of employees</p>	
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