



**INDIAN SCHOOL MUSCAT
FIRST PERIODIC TEST
BUSINESS ADMINISTRATION (833)**

CLASS: XII

Max. Marks: 20

18.04.2022

Time Allotted: 50 Mins.

GENERAL INSTRUCTIONS: -

- (i.) This question paper comprises four Parts – A, B, C & D.
- (ii.) There are 10 questions in the question paper.
- (iii.) All questions are compulsory.

Q.No.	Section-A (Very short answer type)	Marks
1.	What do you understand by Management?	1
2.	How management helps in achievement of objectives. Explain.	1
3.	Write down any two functions performed by supervisory level of management in the organisation.	1
4.	At which level of management, administration is used the most?	1
	Section-B (Short answer Type-I)	
5.	Fill in the Blanks: -	2
	(i.) The Principles and Techniques of Management are..... applicable.	
	(ii.) involves manning the organization structure through proper and effective selection.	
6.	True or False: -	2
	(i.) Management functions are continuous and never ending.	
	(ii.) Management does not help in development of the society	
7.	“Lack of proper management result in the wastage of time, money and efforts”. In the light of this statement explain the importance of management.	2
	Section-C (Short answer Type-II)	
8.	'Management is a process'. Explain the statement with the help of a diagram.	3
9.	Anirudh is working as “Regional Manager” in PQR Ltd. Name the managerial level at which he is working. State any three functions he will perform as “Regional Manager” in this company.	3
	Section-D (Long Answer Type)	
10.	Briefly explain the functions of management with illustrations.	4

End of the Question Paper



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Q.No.	Section-A (Very short answer type)	Marks
1.	How management helps in achieving personal objectives. Explain.	1
2.	What do you understand by Administration?	1
3.	At which level of management, administration is used the least?	1
4.	Write down any two functions performed by top level of management in the organisation.	1
	Section-B (Short answer type-I)	
5.	Fill in the Blanks: -	2
	(i)involves monitoring, Comparing and correcting work performance.	
	(ii) Management is an force.	
6.	True or False: -	2
	(i) Controlling involves motivating the subordinates.	
	(ii) Administration is applicable to business concern only.	
7.	“Lack of proper management result in the wastage of time, money and efforts”. In the light of this statement explain the importance of management.	2
	Section-C (Short answer type-II)	
8.	Explain the following features of management: -	3
	(i) Management is pervasive	
	(ii) Management is multidimensional	
9.	Write down any three differences between management and administration.	3
	Section-D (Long Answer Type)	
10.	Raman is working as an “Executive Officer” and Sushant is working as "Supervisor" is in ABC Ltd. Name the managerial level at which both are working. State any three functions to be performed by Raman & Sushant at their levels.	4

End of the Question Paper

Roll Number		
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SET C



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Q.No.	Section-A (Very short answer type)	Marks
1.	Write down any two functions performed by supervisory level of management in the organisation.	1
2.	At which level of management, administration is used the least?	1
3.	What do you understand by Administration?	1
4.	How management is goal oriented? Explain.	1
Section-B (Short answer type-I)		
5.	Fill in the Blanks: - (i) involves arranging and structuring work to accomplish the organization goals. (ii) Management is an force.	2
6.	True or False: - (i) Management functions are continuous and never ending. (ii) Controlling involves motivating the subordinates.	2
7.	“Lack of proper management result in the wastage of time, money and efforts”. In the light of this statement explain the importance of management.	2
Section-C (Short answer type-II)		
8.	Explain the following features of management: - (i) Management is a dynamic function (ii) Management is universal	3
9.	Write down any three differences between management and administration.	3
Section-D (Long Answer Type)		
10.	Aakash is working as “C.E.O.” and Vinit is working as "Human Resource Manager" is in ABC Ltd. Name the managerial level at which both are working. State any three functions to be performed by Aakash & Vinit at their levels.	4

End of the Question Paper