



INDIAN SCHOOL MUSCAT

SECOND PERIODIC TEST

BUSINESS ADMINISTRATION

CLASS: XII

Sub. Code: 833

Time Allotted: 50 min.

16.05.2023

Max. Marks: 20

GENERAL INSTRUCTIONS:

1. Please read the instructions carefully.
 2. This Question Paper consists of **10 questions**.
 3. All questions of a particular section must be attempted in the correct order.
 4. Marks allotted are mentioned against each question/part.
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1. Which of the following describes the main objective behind functional foremanship?
 - (a) To separate the top-level management of a company from its Chief Executive Officer
 - (b) To separate the planning functions from the executive functions
 - (c) To provide zero free time to workers in a company
 - (d) Do not divide or delegate the work within an organisation

1
 2. According to this principle of scientific management, the employees should be rewarded for their suggestions which results in substantial reduction in the cost.
 - (a) Science, not rule of thumb
 - (b) Co-operation, not individualism
 - (c) Harmony, not discord
 - (d) Functional foremanship

1
 3. Which technique of scientific management helps to provide incentive to management?
 - (a) Maximum, not restricted output
 - (b) Functional foremanship
 - (c) Differential piece rate system
 - (d) Time and motion study

1
 4. It emphasized on rules, regulations, policies, procedures for all the organization. It laid stress on efficiency, competence, discipline. This concept is given by:

- (a) Max Weber
 (b) Fredrick Winslow Taylor
 (c) Henri Fayol 1
 (d) George Elton Mayo
5. Discuss the comparison between the contributions of Taylor and Fayol on the basis of:
 (a) Personality
 (b) Focus 2
6. Difference between unity of command and unity of direction as a principle of management on the basis of :
 (a) Purpose
 (b) Implication 2
7. Sameer is the production manager of 'Persistent Ltd.'. He has decided to study various movements of workers while performing a particular task so that unnecessary movements are eliminated. Identify and explain the technique of Scientific Management highlighted here. 2
8. Explain the following Principles of Management with examples.
 (a) Esprit De Corps
 (b) Centralization and Decentralization 3
9. 'Management is the science like Physics and Chemistry.'? Do you agree with this statement? Explain any three reasons in support of your answer. 3
10. Hritik is desirous of setting up a small factory to manufacture different kinds of eco-friendly packing materials. He proposes to adopt a logical approach to his business rather than hit and trial method as he knows that this can result in tremendous saving of human energy as well as wastage of time and materials. He plans to adopt paternalistic style of management in practice in order to avoid any kind of class-conflict that may emerge between him and the workers. Moreover, he plans to seek the opinion of his workers before taking any important decisions and also offers incentives to them for providing valuable suggestions for the business.
 (a) Define Scientific Management.
 (b) Identify and explain the various principle of scientific management that Hritik plans to apply in his business. 4

15/11

ROLL NUMBER				
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SET B

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1. Which of the following is the main motive behind carrying out a fatigue study?
 - (a) It helps to calculate the standard output for employees within a task
 - (b) It helps to calculate the expected time taken for employees to complete their tasks
 - (c) It helps to calculate the duration of rest intervals given to employees
 - (d) It helps to calculate the actual output for employees within a task1
2. Henri Fayol is known as _____
 - (a) The father of general management
 - (b) The father of shop floor management
 - (c) The father of scientific management
 - (d) The father of neo-classical approach1
3. Considering the fact that it is difficult to find one single person with all the needed qualities, Taylor suggested appointment of a specialist through this technique of scientific management. Identify the technique.
 - (a) Standardisation and simplification of work
 - (b) Method study
 - (c) Functional foremanship
 - (d) Motion study1

4. Hawthorne Experiments is given by
 - (a) Henri Fayol
 - (b) Max Weber
 - (c) George Elton Mayo
 - (d) Henry Ford

1
5. Discuss the differences between the contributions of Taylor and Fayol on the basis of:
 - (a) Focus
 - (b) Application

2
6. Difference between unity of command and unity of direction as a principle of management on the basis of :
 - (a) Relationship
 - (b) Need

2
7. ABC Ltd. is engaged in producing electricity from domestic garbage. There is almost equal division of work and responsibility between the workers and the management. The management even takes workers into confidence before taking important decisions. All the workers are satisfied as the behaviour of the management is very good.
Identify and explain the principle of scientific management described in the above para.

2
8. Explain the following Principles of Management with examples.
 - (a) Initiative
 - (b) Subordination of individual interest to general interest

3
9. Management is skillful and personal application of existing knowledge to achieve desired results. Explain with the help of any three points.

3
10. Swaraj is running an office furniture showroom. Most of his clients are businessmen and they prefer to buy goods on credit. Keeping this in mind, he has given the power to the sales manager, Mr. Bhardwaj, to offer a credit period of only 20 days, while negotiating a deal with a buyer. On a specific day, Mr. Bhardwaj finds that if he can offer a credit period of 30 days as an exception to a prospective buyer, he is likely to finalise a highly profitable deal for the business. So, Mr. Bhardwaj requests Swaraj to grant him additional authority for offering a credit period of 30 days in the interest of the business. But Swaraj refuses to extend his authority and as a result, the deal is not finalized.
 - (a) Can Bhardwaj be held responsible for loss of the deal? Why or why not? Give a suitable reason in support of your answer.
 - (b) Also, explain the related principle.

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1. Which principle of general management advocates that, "Employee turnover should be minimised to maintain organisational efficiency."?
(a) Stability of personnel
(b) Remuneration of employees
(c) Equity
(d) Esprit De Corps 1
 2. Which technique of Taylor extension of principle of division of work and specialization?
(a) Maximum, not restricted output
(b) Functional foremanship
(c) Differential piece rate system
(d) Time and motion study 1
 3. The style of singing of Arijit Singh and Guru Randhawa are different to each other, however they acquired some knowledge of ragas. Identify the feature of art discussed above.
(a) Based on practice and creativity
(b) Universal validity
(c) Personalised application
(d) Existence of theoretical knowledge 1
 4. According to this principle of general management, "an organisation should safeguard against abuse of managerial power, but at the same time a manager should have the necessary authority to carry out his responsibility." Name the principle of management being described in the given statement.

- (a) Discipline
 - (b) Authority and responsibility
 - (c) Unity of command
 - (d) Unity of direction 1
5. Policies and objectives should be determined by the top level and authority for day-to-day activities should be given to the subordinates.' Identify and explain the management principle highlighted in the given statement. 2
6. Explain the Differential Piece Rate system as a technique of scientific management with the help of an example. 2
7. Discuss the differences between the contributions of Taylor and Fayol on the basis of:
- (a) Applicability
 - (b) Basis of formation 2
8. Explain the following Principles of Management with examples.
- (a) Remuneration of employees
 - (b) Scalar Chain 3
9. Management is regarded as fully developed profession. Do you agree? Explain with the help of any three arguments. 3
10. Rajveer works as a plant superintendent in a carpet making factory. In order to complete the export orders on time, the production manager asks him to make the workers work over time whereas the finance manager is strictly against this practice because it will increase the cost of production. Moreover, Rajveer feels that since the company is manufacturing handmade carpets as well as machine made carpets there is lot of overlapping of activities. Therefore, there should be two separate divisions for both of them wherein each division should have its own in charge, plans and execution resources.
- In context of the above case:
- (a) Identify and explain the principle of management which is being violated.
 - (b) Also identify and explain the principle of management that Rajveer feels should be implemented in the factory. 4