

8/10/19

Roll Number

SET

A



**INDIAN SCHOOL MUSCAT  
HALF YEARLY EXAMINATION  
BUSINESS ADMINISTRATION(CODE NO. 833)**

CLASS: XII

Time Allotted: 03 Hrs.

11.09.2022

Max.Marks: 60

**GENERAL INSTRUCTIONS:-**

(i) This question paper comprises of four PARTS - A, B ,C & D.

(ii) There are 30 questions in the question paper.

(iii) All questions are compulsory.

Q.No.	Section-A	Marks
1.	Define the term motivation.	1
2.	What is the meaning of personality?	1
3.	Define the term emotional stability.	1
4.	What is Positive attitude?	1
5.	Management is the ..... of getting things done through others.	1
6.	How does management helps in efficient use of resources?	1
7.	.....device helps subordinates of the same level of different departments to communicate directly in case of emergency.	1
8.	What do you understand by 'Science, Not rule of thumb'?	1
9.	Controlling and Planning are interdependent and ..... .	1
10.	Which elements are involved in the process of Directing?	1
11.	Mention any two importance of effective communication.	1
12.	How can we classify Verbal Communication?	1
13.	What is the 'ERG Theory' of Motivation?	1
14.	What do you understand by non-financial incentives for motivation? Write down any two examples of it.	1

	<b>Section-B</b>	
15.	What do you understand by the term "Staffing"?	2
16.	Explain the concept of Mental Revolution.	2
17.	"Planning is looking ahead and controlling is looking back". Comment.	2
18.	Write down any two points on importance of Communication.	2
19.	What is the difference between job enlargement and job enrichment?	2
20.	Why self-motivation is important?	2
21.	What are the sources of motivation and inspiration?	2
22.	What are the common personality disorders?	2
	<b>Section-C</b>	
23.	Write down any three differences between Management and Administration.	3
24.	Write a short note on Differential Piece Wage System with example.	3
25.	Explain any three importance in the process of Organizing.	3
26.	Explain any three features of effective communication.	3
27.	Write a short note on Maslow's Need Hierarchy Theory of Motivation.	3
	<b>Section-D</b>	
28.	Aman is working as "Vice President" in PQR Ltd. Name the managerial level at which he is working. State any four functions to be performed by Aman at his level.	1+4
29.	Explain the following Principles of Management with examples:- i) Authority & Responsibility iii) Centralization and Decentralization	2 <sup>1/2</sup> +2 <sup>1/2</sup>
30.	Write down any five differences between Functional and Divisional structure of organisation.	5
	<b>End of the Question Paper</b>	

Roll Number

SET

B



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**GENERAL INSTRUCTIONS:-**

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Q.No.	Section-A	Marks
1.	What is Self-awareness?	1
2.	What is Stress?	1
3.	How can we set goals in daily life?	1
4.	Define the term Consciousness.	1
5.	What are the functions of Management?	1
6.	Define the term Management.	1
7.	Define Fatigue Study.	1
8.	Define Authority & Responsibility.	1
9.	What is the meaning of coordination?	1
10.	What does term "Recruitment" defines?	1
11.	What does Visual communication means?	1
12.	List any two features of Effective Communication.	1
13.	What is the 'Equity Theory' of Motivation?	1
14.	What do you understand by financial incentives for motivation? Write down any two examples of it.	1

	<b>Section-B</b>	
15.	Define any four functions of Middle Level Management	2
16.	Differentiate between Unity of Command and Unity of Direction.	2
17.	Describe types of organization.	2
18.	Write down any two advantages of Formal & Informal Communication.	2
19.	Define Herzberg's Two- factor theory.	2
20.	How to improve Self-Management Skills?	2
21.	What is motivation in Employability Skills?	2
22.	What are the ways to maintain a positive attitude?	2
	<b>Section-C</b>	
23.	Explain any three functions performed by the Top Level Management.	3
24.	Discuss features of Management as a profession.	3
25.	Explain any three points on importance of Staffing.	3
26.	Explain any three points on significance of Communication.	3
27.	Describe Characteristics of Motivation.	3
	<b>Section-D</b>	
28.	Define Management & Explain the various characteristics of Management.	1+4
29.	Explain the five Principles of Scientific Management by Taylor.	5
30.	Explain the process of planning in detail.	5
	<b>End of the Question Paper</b>	