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Roll Number		
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SET A



INDIAN SCHOOL MUSCAT
FIRST PERIODIC TEST
BUSINESS ADMINISTRATION (833)

CLASS: XII
18.04.2023
Time Allotted: 50 Mins.
Max. Marks: 20

GENERAL INSTRUCTIONS

1. Please read the instructions carefully.
2. This Question Paper consists of **10 questions** in two sections – Section A & Section B.
3. Section A has **Employability Skills** questions whereas Section B contains **Subject Specific Skills** questions.
4. All questions of a particular section must be attempted in the correct order.
5. Marks allotted are mentioned against each question/part.

SECTION A (EMPOLYABILITY SKILLS)

- Q. 1 Which of the following is not a parameter to describe an individual's personality?
(a) Self-confidence
(b) Openness
(c) Non-Neuroticism
(d) Agreeableness 1
- Q. 2 A attitude makes a person happier, and helps build and maintain relationships. 1
- Q. 3 What is stress and how to manage it? 2

SECTION B (SUBJECT SPECIFIC SKILLS)

- Q. 4 Which of the following is not an importance of management?
(a) Achievement of the objectives
(b) Encourages innovation
(c) Personal objectives
(d) Increase organisational conflict 1
- Q. 5 Which level of management is responsible for the welfare and survival of an organisation?
(a) Middle level
(b) Supervisory level
(c) Operational level
(d) Top level 1

- Q.6 Which of the following is not a feature of management?
 (a) Goal-oriented
 (b) Continuous process
 (c) Static
 (d) Multi-dimensional 1
- Q.7 Your grandfather has retired as the director of a manufacturing company. At which level of management was he working? Different type of functions is performed at this level. State any one function. 2
- Q.8 'Management is multi-dimensional'. Explain. 3
- Q.9 Three friends jointly set-up "Himalaya Gaurav Limited." Of the three, one was management expert, second an engineer and third a businessman. The Company was established in a hilly area where large number of people were unemployed. The main objective of the company was to make popular a variety of apples that was grown using a new seed across the country. Mr. Sahdev, the Managing Director of the company, took upon himself the responsibility of doing this job. He selected those areas where the company was to enter in the first instance. The entire business was divided into five departments, i.e., purchase, marketing, production, finance and personnel. Persons with requisite qualification were appointed in all departments. Special arrangements were made to keep a close watch on different activities of the company, so that there was no shortfall in quality. The Company had entered five states. Of these, sale in four was as per expectation, but in one it was far less than desired. Its reasons were enquired into. Thus, the company achieved the desired success in the very first year.
 Identify the functions of management on the basis of above paragraph by quoting the lines. 4
- Q.10 Difference between Management and Administration on the basis of
 (a) Applicability,
 (b) Influence,
 (c) Process and
 (d) Function 4

End of the Question Paper

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Roll Number		
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SET B



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SECTION A (EMPOLYABILITY SKILLS)

- Q. 1 Which is not true about Self-motivation?
(a) It increases individual’s energy and activity.
(b) It directs an individual towards specific goals.
(c) It results in initiation and persistence of specific activities.
(d) It inhibits cognitive processes and learning strategies used for completing similar tasks. 1
- Q. 2 is about understanding one’s own needs, desires, habits, traits, behaviours and feelings. 1
- Q. 3 Define result orientation. How to become result oriented? 2

SECTION B (SUBJECT SPECIFIC SKILLS)

- Q. 4 Which of the following is not an importance of management?
(a) Achievement of the objectives
(b) Increase organisational conflict
(c) Encourages innovation
(d) Personal objectives 1
- Q. 5 The force that binds all other functions of management is called
(a) Controlling
(b) Cooperation
(c) Coordination
(d) Planning 1

- Q.6 Which feature of management emphasizes the need for managers to constantly monitor and evaluate their actions?
 (a) Goal-oriented
 (b) Dynamic
 (c) Continuous process
 (d) Integrative 1
- Q.7 Ram's grandfather has retired as the Manager of a manufacturing company. At which level of management was he working? Different type of functions is performed at this level. State any one function. 2
- Q.8 'Management is multi-dimensional'. Explain. 3
- Q.9 The Marketing Manager of 'Surya Bulb Limited' fixed the target for all his Sales Executives and gave them all the possible authorities to achieve it. They were asked to submit to him their performance report at the end of the month. All of them did the same. On the receipt of report, the expected and actual results of the Sales Executives were compared. On this basis planning for future was done. The Sales Executives also wrote in their report what the expectations of the customers from the company were. Majority of them had written that they (customers) wanted the company to cooperate in the construction of the Dharamshala going on in the city at that time. The Marketing Manager placed this demand of the customers before the Board of Directors. This was happily accepted.
 Identify the four functions of management described above by quoting the relevant lines 4
- Q.10 Difference between Management and Administration on the basis of
 (a) Skills
 (b) Level
 (c) Process and
 (d) Nature 4

End of the Question Paper

17/14

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SET

C



INDIAN SCHOOL MUSCAT

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SECTION A (EMPOLYABILITY SKILLS)

- Q. 1 Ravi works hard to get the best student award at the end of the year. What type of motivation is this?
- (a) Internal
 - (b) External
 - (c) Both internal and External
 - (d) Positive and Negative
- 1
- Q. 2 helps us to understand what we want, how to achieve it and how do we measure our success.
- 1
- Q. 3 Define the following terms:
- (a) Personality and
 - (b) Positive attitude
- 2

SECTION B (SUBJECT SPECIFIC SKILLS)

- Q. 4 Successful organisations do not achieve goals by chance but by following a deliberate process known as
- (a) Planning
 - (b) Co-ordination
 - (c) Controlling
 - (d) Management
- 1

- Q. 5 The force that binds all other functions of management is called
- (a) Controlling
 - (b) Planning
 - (c) Cooperation
 - (d) Coordination
- 1
- Q.6 Management is a process.
- (a) Goal Oriented
 - (b) Very easy
 - (c) Wasteful
 - (d) Difficult
- 1
- Q.7 The Principal of Shivaji Public School, Shri Rakesh Mohan, set up the goal of Quality Education for his school. For the realisation of this goal, he made several plans. His special focus was on the satisfaction of employees. At the end of the year, it was found that all his activities were done successfully in accordance with the plans made. It took no time for the people to know the news that the school had accomplished its goal of quality education. Everyone said that it was a miracle performed by the school management.
- Identify and explain the special feature of management referred to in the above paragraph.
- 2
- Q.8 'Management is multi-dimensional'. Explain.
- 3
- Q.9 Difference between Management and Administration on the basis of
- (a) Meaning
 - (b) Level
 - (c) Influence
 - (d) Nature
- 4
- Q.10 Sana is the branch manager of ABC Handicrafts Pvt. Ltd. The company's objective is to promote the sales of Indian handloom and handicraft products. It sells fabrics, furnishings, ready-mades and household items are made out of traditional Indian fabrics. Sana decides quantities, variety, colour and texture of all the above items and then allocates resources for their purchase from different suppliers. She appoints a team of designers and crafts people in the company, who developed some prints for bed covers in bright colour on silk. Although the products looked very attractive and impressive, they were relatively expensive on the front of affordability for an average customer. Sana suggested that they should keep the silk bed covers for special festive occasions and offer the cotton bed covers on a regular basis to keep costs under control.

- (a) “She appoints a team of designers and crafts people in the company, who developed some prints for bed covers in bright colour on silk.” Which function of management is highlighted in this context?
- (A)Controlling (B) Staffing (C) Planning (D)Directing
- (b) In the above case “company’s objective is to promote the sales of Indian handloom and handicraft products.” The above line focus on which feature of management?
- (A)Management is an intangible force (B) Management is a goal-oriented process
(C) Management is pervasive in nature (D)Management is a continuous process
- (c) With reference to the above case, at which level of management Sana is working?
- (A)Lower level (B) Top level (C) Middle level (D)Shop floor
- (d) “Sana suggested that they should keep the silk bed covers for special festive occasions and offer the cotton bed covers on a regular basis to keep costs under control.” Which function of management is highlighted in this context? 4
- (A)Controlling (B) Staffing (C) Organising (D)Planning

End of the Question Paper

