



# COMMON PRE-BOARD EXAMINATION 2023-24

Subject: BUSINESS ADMINISTRATION (833)

Class XII



## MARKING SCHEME

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SE T	QN.N O	VALUE POINTS	MARKS SPLIT UP
A	Q.1.	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
A	i.	A	1
A	ii.	a) Borderline	1
A	iii.	Self-awareness	1
A	iv.	b) Name box	1
A	v.	c) Perseverance	1
A	vi.	b) Krishi Vigyan Kendras	1
A	Q.2.	Answer any 5 out of the given 7 questions (1x5 = 5 marks)	
A	i.	d) Management as a process	1
A	ii.	1. The essence of Scientific Management according to Taylor is mental revolution. 2. complete change in the outlook of worker and owners.	1
A	iii.	a) Planning	1
A	iv.	c)CSR	1
A	v.	c)Accuracy	1

A	vi.	a) Consumer to business	1
A	vii.	Intra business	1
A	Q. 3.	Answer any 6 out of the given 7 questions (1x6 - 6 marks)	
A	i.	b)Dynamic	1
	ii.	c)Cooperation, not individualism	1
	iii.	(c) Coordination is a continuous process.	1
	iv.	a)Psychological process	1
	v.	b)Motivators	1
	vi.	a) Leadership style	1
	vii.	d)Philanthropic responsibility	1
	Q.4.	Answer any 5 out of the given 6 question (1x5=5 marks)	
	i.	d)Classical approach	1
	ii.	b)Creative leaders	1
	iii.	a)Theory Z	1
	iv.	c)First-line management	1
	v.	a)Directing	1
	vi.	d)Motivation	1
	Q.5.	Answer any 5 out of the given 6 questions (1x5=5 marks)	
	i.	a)Management as an art	1
	ii.	b)Differential Piece Rate System	1
	iii.	c)Planning	1
	iv.	d)Structured documentation	1
	v.	incentives.	1
	vi.	c)Systematic hurdle	1

	Q.6.	Answer any 5 out of the given 6 questions (1x5=5marks)	
	i.	a)Administration	1
	ii.	c)Universal applicability	1
	iii.	d)Management	1
	iv.	c)Communication	1
	v.	a)Clear	1
	vi.	c)Actual performance	1
		SECTION – B: SUBJECTIVE TYPE QUESTIONS Answer any 3 out of the given 5 questions in 20-30 words each (2x3=6 marks)	
	Q.7.	Sender -----encoding -----channel -----decoding-----receiver	$\frac{1}{2} + \frac{1}{2} + \frac{1}{2} + \frac{1}{2} = 2$
	Q.8.	Differentiate between intrinsic motivation and extrinsic motivation  Intrinsic motivation It includes activities for which there is no apparent reward but one derives enjoyment and satisfaction in doing them. It occurs when people are internally motivated to do something because it brings them pleasure.  Extrinsic motivation It arises because of incentives or external rewards. Lack of motivation or incentives may lead to frustration, for example, employees who are kept on contractual basis for a long time may get frustrated and leave an organisation.	1+1=2
	Q.9.	Explain the steps to start LibreOffice Calc.  1. The first thing you need to ensure is that LibreOffice must be installed on your computer. 2. Type LibreOffice Calc in the search bar of Windows. 3. 3. Select LibreOffice Calc from the search results. LibreOffice Calc will open a blank sheet 4. You can start typing and entering data as soon as you open the spreadsheet.	$\frac{1}{2} + \frac{1}{2} + \frac{1}{2} + \frac{1}{2} = 2$
	Q.10.	What are the major activities of The National Institute for Entrepreneurship and Small Business Development?  The major activities of the Institute include training of trainers, management development programmes, entrepreneurship-cum-skill	1+1=2 ANY TWO POINTS

		development programmes, entrepreneurship development programmes and cluster intervention	
	Q.11.	<ol style="list-style-type: none"> <li>1) Green jobs in construction involve sustainable practices, such as green construction workers focusing on eco-friendly building methods.</li> <li>2) In renewable energy, jobs like wind turbine technicians play a crucial role in the development and maintenance of sustainable energy sources, contributing to environmental conservation and green initiatives</li> </ol>	1+1=2
		Answer any 3 out of the given 5 questions in 20-30 words each (2x3=6marks)	
	Q.12.	<ul style="list-style-type: none"> <li>• Unity of command prevents dual subordination whereas unity of direction prevents overlapping of activities.</li> <li>• Unity of command affects the efficiency of an employee whereas unity of direction affects the efficiency of the organization.</li> </ul>	1+1=2
	Q.13.	<ol style="list-style-type: none"> <li>1. Control is always based on Planning</li> <li>2. Planning without Controlling is meaningless and control without Planning is blind</li> <li>3. Planning and controlling are both forward looking and backward looking</li> </ol>	1+1=2
	Q.14.	<ul style="list-style-type: none"> <li>• Achievement, affiliation and power.</li> <li>• Identify these variables and connect with employee performance.</li> </ul>	$\frac{1}{2} + \frac{1}{2} + \frac{1}{2} + \frac{1}{2} = 2$
	Q.15.	<ul style="list-style-type: none"> <li>• Transformational Leaders: - Transformational leaders are responsible for introducing dramatic changes in the organisations.</li> <li>• the transactional leadership works on the idea that people are self- motivated who work in a structured and organised way. This is more towards compliance of rules and regulations.</li> </ul>	1+1=2
	Q.16.	Any relevant point	1+1=2
		Answer any 2 out of the given 3 question in 30-50 words each (3x2=6marks)	
	Q.17.	<p>Scalar chain and gang plank</p> <p>Using diagram.</p> <p>Detailed explanation</p>	1+1+1=3
	Q.18.	<p>Verbal</p> <p>Non verbal</p> <p>Written</p>	1+1+1=3

		Visual With proper explanation	
	Q.19.	1. Cooperation and Goals 2. Productivity 3. High Efficiency 4. Job Satisfaction 5. Better Relations 6. Good Image  (any three points with explanation)	1+1+1=3
		Answer any 3 out of given 5 questions in 50-80 words each (4x3=12 marks)	
	Q.20.	Directing  They are Supervision, Communication, Motivation and Leadership.	1+1+1+1=4
	Q.21.	i. Motivating the Employees ii. Facilitating the process of change iii. Building team spirit iv. Creating Confidence v. Maintaining Discipline vi. Providing Feedback Any four points with explanation	1+1+1+1=4
	Q.22.	<ul style="list-style-type: none"> <li>Human resources</li> <li>Risk management</li> <li>Brand differentiation</li> <li>License to operate corporation</li> </ul>	1+1+1+1=4
	Q.23.	Electronic Business means the use of internet, extranet, web, and intranet to conduct businesses. Intra business C2B B2B B2C	1+1+1+1=4

Q.24.	Meaning	Management means getting the work done through & with others	Administration is concerned with the formulation of objectives, plans, policies of the organization.	1+1+1+1=4
	Level	Management is relevant at Middle & Lower Level or Management	Administration is relevant at top level Management.	
	Nature	It is an executing function	It is a decision making function	
	Skills	Technical & Human Skills	Conceptual & Human skills	
	Applicability	It is applicable to business concerns i.e. profit making organization.	It is applicable to non business concerns i.e. clubs, schools, hospitals etc.	
	Process	Management decides who should do it and how it is to be done.	Administration decides what is to be done & when it is to be done.	
	Influence	The decisions are influenced by opinions, values, beliefs of managers.	The decisions are influenced by public opinion, government policies, custom etc.	
	Function	Management is a doing function because manager get work done their subordinates.	Administration is a thinking functions because plans & policies are determined under it.	