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SET

A



INDIAN SCHOOL MUSCAT

SECOND PERIODIC TEST

**BUSINESS ADMINISTRATION (833)**

CLASS: XI

09.01.2023

Time Allotted: 50 Mins.

Max. Marks: 20

**GENERAL INSTRUCTIONS**

1. Please read the instructions carefully.
2. This Question Paper consists of **9 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. Out of the given (2 + 7 =) 9 questions, a candidate has to answer (2 + 4 =) 6 questions in the allotted (maximum) time of 50 Minutes

**SECTION A - OBJECTIVE TYPE QUESTIONS (8 MARKS):**

This section has 02 questions. A candidate has to do all questions.

**SECTION B – SUBJECTIVE TYPE QUESTIONS (12 MARKS):**

This section contains 7 questions. A candidate has to do 4 questions.

5. Marks allotted are mentioned against each question/part.
6. All questions of a particular section must be attempted in the correct order.

**SECTION A - OBJECTIVE TYPE QUESTIONS****Q. 1 Answer any 4 out of the given 5 questions (1 x 4 = 4 marks)**

- i. The finance manager's role is to 1
  - (A) Ensures that the funds are properly utilized
  - (B) Maintains the financial health
  - (C) Effective supervision of capital
  - (D) Obtains capital assets of the organization
- ii. .... Function is responsible for converting inputs to outputs. 1

(A) Marketing	(B) Selling
(C) Production	(D) Finance
- iii. Owner's capital is 1

(A) Long term source of capital	(B) Short term source of capital
(C) Medium term source of capital	(D) Very short term source of capital
- iv. Which of the following is not a functional area of Management? 1

(A) Marketing Management	(B) Production Management
(C) Financial Management	(D) Sales Management

- v. Production management is not responsible for  
 (A) Production planning and control (B) Quantity control  
 (C) Procurement of raw materials (D) Storage of raw materials 1
- Q. 2 Answer any 4 out of the given 5 questions (1 x 4 = 4 marks)**
- i. Marketing function is responsible for ..... and the business enterprise. 1
- ii. A ..... is a detailed process whereby information regarding duties, responsibilities, skills and work environment for a particular job is collected? 1  
 (A) Job analysis (B) Job enrichment  
 (C) Job description (D) Job segment
- iii. The functional area that is closest to the customers and its activities is related to satisfying customer needs is known as ..... 1  
 (A) Marketing management (B) Human resources management  
 (C) Production management (D) Financial management
- iv. ....refers to the physical arrangement of equipment and facilities within a plant. 1
- v. Information Technology helps in improving.....processes. 1

### **SECTION B -SUBJECTIVE TYPE QUESTIONS**

**Answer any 1 out of the given 2 questions in 20–30 words each (2x1=2marks)**

- Q.3 Define standardisation and grading as a function of marketing management. 2
- Q.4 ‘Customer is the king’. Do you agree with this statement? Give reason. 2

**Answer any 2 out of the given 3 questions in 30–50 words each (3x2=6marks)**

- Q.5 “It is the process of effective planning and regulating the operations of that section of an enterprise which is responsible for the actual transformation of materials into finished products”. 3  
 (a) Identify the concept discuss in above para.  
 (b) Explain any two objectives of the above concept.
- Q.6 Explain any three functions of financial management. 3
- Q.7 Ms. Jayashree completed her postgraduate diploma in Human Resource Management. Large company manufacturing steel appointed her as Human Resource Manager. As of now company employs 800 persons and has an expansion plan in hand which may require another 200 persons, for various types of additional requirements. Ms. Jayashree has been given complete charge of Human Resource Department. What are the objectives of Human Resource Management? Explain with the help of any three points. 3

**Answer any 1 out of the given 2 questions in 50 – 80 words each (4x1=4marks)**

- Q.8 Information technology performs various functions across all the business processes. Explain this statement with the help of four points. 4
- Q.9 Explain any four objectives of Marketing Management. 4

**End of the Question Paper**

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B



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**SECTION A - OBJECTIVE TYPE QUESTIONS (8 MARKS):**

This section has 02 questions. A candidate has to do all questions.

**SECTION B – SUBJECTIVE TYPE QUESTIONS (12 MARKS):**

This section contains 7 questions. A candidate has to do 4 questions.

5. Marks allotted are mentioned against each question/part.
6. All questions of a particular section must be attempted in the correct order.

**SECTION A - OBJECTIVE TYPE QUESTIONS**

**Q. 1 Answer any 4 out of the given 5 questions (1 x 4 = 4 marks)**

- i. Production management is not responsible for 1  
(A) Production planning and control (B) Procurement of raw materials  
(C) Storage of raw materials (D) Quantity control
- ii. Which of the following is a functional area of management? 1  
(A) Financial Management (B) Management Accounting  
(C) Product Management (D) Sales Management
- iii. Long term source of finance are: 1  
(A) Trade Credit (B) Bank Overdraft  
(C) Owner's Capital (D) Working Capital
- iv. The formula to calculate market share of a marketing firm is: 1  
(A) Ratio of its sales to total demand (B) Ratio of its sales to total sales  
(C) Ratio of total sales to total demand (D) Ratio of its sales to its gross profit
- v. Financial health of organisation maintains by 1  
(A) Financial Manager (B) Sales Manager  
(C) Production Manager (D) Account Manager

**Q. 2 Answer any 4 out of the given 5 questions (1 x 4 = 4 marks)**

- i. ....is the task of assigning value of a product or service which is expressed in terms of money. 1
- ii. The functional area that is closest to the customers and its activities is related to satisfying customer needs is known as ..... 1
- (A) Human resources management (B) Production management  
(C) Financial management (D) Marketing management
- iii. A ..... is a detailed process whereby information regarding duties, responsibilities, skills and work environment for a particular job is collected? 1
- (A) Job enrichment (B) Job description  
(C) Job analysis (D) Job segment
- iv. ....is the process of creating a new product to be sold by a business to its customers. 1
- v. Information Technology helps in enhancing.....service. 1

**SECTION B -SUBJECTIVE TYPE QUESTIONS**

**Answer any 1 out of the given 2 questions in 20–30 words each (2x1=2marks)**

- Q.3 ‘Customer is the king’. Do you agree with this statement? Give reason. 2
- Q.4 Explain Product Planning and Development as a function of marketing management. 2

**Answer any 2 out of the given 3 questions in 30–50 words each (3x2=6marks)**

- Q.5 Explain any three functions of financial management. 3
- Q.6 “It is the process of effective planning and regulating the operations of that section of an enterprise which is responsible for the actual transformation of materials into finished products”. 3
- (a) Identify the concept discussed in the above passage.  
(b) Explain any two objectives of the above concept.
- Q.7 In a company all recruiting, screening and training process for data entry, etc. are done by one officer only. Their competitor was attracting most qualified employees. As a result, this company had to choose from candidates who have soft skills and less qualification. On the basis of above case answer the following question. 3
- (a) What problem do you see company is facing?  
(b) How can this problem be solved? Explain with the help of any two points.

**Answer any 1 out of the given 2 questions in 50 – 80 words each (4x1=4marks)**

- Q.8 Explain any four objectives of Marketing Management. 4
- Q.9 Information technology performs various functions across all the business processes. Explain this statement with the help of four points. 4

**End of the Question Paper**

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**SECTION B – SUBJECTIVE TYPE QUESTIONS (12 MARKS):**

This section contains 7 questions. A candidate has to do 4 questions.

5. Marks allotted are mentioned against each question/part.
6. All questions of a particular section must be attempted in the correct order.

**SECTION A - OBJECTIVE TYPE QUESTIONS**

**Q. 1 Answer any 4 out of the given 5 questions (1 x 4 = 4 marks)**

- i. .... Function is responsible for converting inputs to outputs. 1  
(A) Marketing (B) Selling  
(C) Finance (D) Production
- ii. The finance manager's role is to 1  
(A) Ensure that the funds are properly utilized (B) ensure effective supervision of capital  
(C) Obtain capital assets of the organization (D) Maintain the financial health
- iii. Which one is a source of short term capital: 1  
(A) Owner capital (B) Loan from Banks  
(C) Trade Credit (D) Venture Capital
- iv. Which of the following is not a functional area of Management? 1  
(A) Marketing Management (B) Production Management  
(C) Purchase Management (D) Financial Management
- v. Production management is not responsible for 1  
(A) Production planning and control (B) Procurement of raw materials  
(C) Quantity control (D) Storage of raw materials

**Q. 2 Answer any 4 out of the given 5 questions (1 x 4 = 4 marks)**

- i. A ..... can be defined as a process performed on routine basis to undertake a part of the mission of an organisation. 1
- ii. A ..... is a detailed process whereby information regarding duties, responsibilities, skills and work environment for a particular job is collected? 1
- (A) Job enrichment (B) Job analysis  
(C) Job description (D) Job segment
- iii. The functional area that is closest to the customers and its activities is related to satisfying customer needs is known as ..... 1
- (A) Human resources management (B) Marketing management  
(C) Production management (D) Financial management
- iv. .... is the set of activities which ensure that the produced items are free from any of the defects. 1
- v. Information Technology helps in boosting ..... efficiency. 1

**SECTION B -SUBJECTIVE TYPE QUESTIONS**

**Answer any 1 out of the given 2 questions in 20–30 words each (2x1=2marks)**

- Q.3 Define standardisation and grading as a function of marketing management. 2
- Q.4 'Customer is the king'. Do you agree with this statement? Give reason. 2

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- (a) Identify the concept discussed in the above statement.  
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- Q.9 Explain any four objectives of Marketing Management. 4

**End of the Question Paper**