



Date: 07/05/24
GRADE: XIIB

MONTHLY TEST -01 (2024-25)
BUSINESS STUDIES (054)
MARKING SCHEME

Max marks: 20
Time: 50 Minutes

| Sl.No | ANSWER KEY | | | Marks | | | | | | | | | |
|--------------|--|---|------------------|--------------------|-----|--------------------------------|---|--------------|-----------------------------------|------------------------------------|--|--|---|
| | SECTION A | | | | | | | | | | | | |
| 1 | c) Controlling | | | 1 | | | | | | | | | |
| 2 | b) Both (A) and (R) are true but (R) is not the correct explanation of (A) | | | 1 | | | | | | | | | |
| 3 | C) time study | | | 1 | | | | | | | | | |
| 4 | b) Division of work | | | 1 | | | | | | | | | |
| | SECTION B | | | | | | | | | | | | |
| 5 | <p>a) Method study means to develop best method of work. Its main aim is to maximise efficiency in the use of materials machinery manpower and capital by improving working methods.</p> <p>b) Motion means close observation of the movements of a workers body involved in performing a job and of a machine. Its objective is to eliminate the unproductive motions of both man and machine.</p> <p>c) Time Study is the art of observing and recording the time required to perform each detailed task of an industrial operation.</p> | | | 2 | | | | | | | | | |
| 6 | <table border="1"> <tr> <td>Basis</td> <td>Unity of command</td> <td>Unity of direction</td> </tr> <tr> <td>Aim</td> <td>It prevents dual subordination</td> <td>It prevents overlapping of various activities</td> </tr> <tr> <td>Implications</td> <td>It affects an individual employee</td> <td>It affects the entire organisation</td> </tr> </table> | Basis | Unity of command | Unity of direction | Aim | It prevents dual subordination | It prevents overlapping of various activities | Implications | It affects an individual employee | It affects the entire organisation | | | 2 |
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| Aim | It prevents dual subordination | It prevents overlapping of various activities | | | | | | | | | | | |
| Implications | It affects an individual employee | It affects the entire organisation | | | | | | | | | | | |
| 7 | <p>A) Principle of Authority and Responsibility</p> <p>B) Authority and Responsibility- According to this principle, authority and responsibility should go hand-in-hand it means that when a particular individual is given a particular work and he is made responsible for the results. This can be possible only when he is given but sufficient authority to discharge his responsibility.</p> | | | 2 | | | | | | | | | |
| 8 | <p>a. Existence of theoretical knowledge- As in art management too, there is a lot of literature available in various areas of management which the management has to specialise in.</p> <p>b. Based on creativity and practice- Just as art can be embellished with the help of practice, in the same way, managerial skills also improve with practice.</p> | | | 2 | | | | | | | | | |

| SECTION C | | |
|-----------|---|---|
| 9 | <p>Middle level management.</p> <p>Functions:</p> <ul style="list-style-type: none"> • Interpretation of policies framed by top management to lower level • Organizing the activities of their department • Finding out or recruiting, selecting and appointing the required employees • Motivating the persons to perform to their best ability • Responsible for all the activities of the first line managers | 4 |
| 10 | <p>Coordination refers to the process through which harmony is established among different activities of an organisation, so the organisational objectives can be successfully achieved.</p> <p>Features of coordination:</p> <p>It integrates group efforts</p> <p>It ensures unity of action</p> <p>It is a continuous process</p> <p>It is all pervasive function</p> <p>It is the responsibility of all managers</p> <p>It is a deliberate function</p> | 4 |
| THE END | | |