



Date: 07/06/24
GRADE: XIIB

MONTHLY TEST -01 (2024-25)
BUSINESS ADMINISTRATION (833)
MARKING SCHEME

Max marks: 20
Time: 50 Minutes

General Instructions:

- 1) Questions 1 to 4 carries 1 mark each.
- 2) Questions 5 to 8 carries 2 marks each.
- 3) Questions 9 and 10 carries 4 marks each.
- 4) All questions are compulsory.

Sl.No	Questions	Marks
	SECTION A	
1	a) Planning	1
2	Coordination	1
3	a) Top level	1
4	(d) Personal application	1
	SECTION B	
5	Planning is looking ahead because plans are prepared for future purpose. Controlling is looking backwards because it compares the actual performance with the standards fixed in the past.	2
6	Controlling refers to the comparison of actual performance with the standards laid down and taking corrective action in case of deviation.	2
7	<ul style="list-style-type: none">• Unity of command prevents dual subordination whereas unity of direction prevents overlapping of activities.• Unity of command affects the efficiency of an employee whereas unity of direction affects the efficiency of the organization.	2
8	<ul style="list-style-type: none">• Systematic body of knowledge• Principles based on experimentation	2

	SECTION C	
9	<ul style="list-style-type: none">• Division of work• Authority and responsibility• Order• Scalar chain	4
10	<ul style="list-style-type: none">• Supervision• Communication• Motivation• Leadership	4
	THE END	