



Date: 31/7/2023 Grade: XII	Monthly Test 02 (2023 -24) Business Administration (833)	Max.mark :20 Time 50 Min
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General Instructions:

- 1. There are 10 questions in the question paper. All questions are compulsory**

Qn. No		Marks allocated
1	A standing plan which assists in decision making and should be referred as a general statement of the established rule a) Rule b) Objective c) Policy d) Procedure	1
2	Mr. Ram is working in a factory and he is entitled to do the task of laying down the sequence of operations and see that the work should travel smoothly. So, he is considered as a a) Instruction card clerk b) Route clerk c) Time and cost clerk d) Gang boss	1
3	The element that leads to blending of the activities of the different individuals and group of individuals for the achievement of organisational objectives is referred to as a) Planning b) Organising c) Coordination d) Directing	1
4	The principle of management that prevents overlapping of activities is a) Division of work b) Unity of direction c) Order	1

	d) Discipline	
5	Promotion refers to the process of shifting an employee from one job to another a) True b) False	1
6	In Simran Ltd., an employee has the objective of maximizing his salary, but the organizational objective is to maximize output at competitive cost. There was some dispute on this for a while. Eventually, the organization's interest was given priority over employees' interest. Name the principle related to this situation. Explain	2
7	Rakesh is working under his superior Neeraj. He always communicates useful ideas and suggestions to his superior regarding reduction of cost, improvement in the product, etc. Neeraj implements his suggestions and has always found favourable results, but he never appreciates Rakesh for his suggestions. Now Rakesh decided not to communicate any suggestion or idea to Neeraj. Identify the element of directing not present in the above situation and explain	2
8	Rishabh, a manager, very often speaks to people at all levels, passing on instructions regarding his department and also the other departments. Which principle of management is being overlooked? Explain	2
9	An electronic company is facing a problem of declining market share due to increased competition from other new and existing players in the market. Its competitors are introducing lower price models for mass consumers who are price sensitive. For quality conscious consumers, company is introducing new model LED TV and DVD players with added features and new technological advancements. For this, the company raises extra funds Rs. 5 crore from banks. a) Name the type of plan the company is preparing. b) State the steps which the company follows to implement this plan quoting the line from the above para.	3
10	Raj and Simran are both qualified eye surgeons and good friends. After obtaining a certificate of practice, they decide to pursue a career of their own choice. Raj starts an eye care centre in the city	6

	<p>whereas Simran joins a government hospital in a small village. They meet after a long time in a party. Raj invites Simran to visit his eye care centre and she accepts his invitation. She observes at his clinic that there is a fixed place for everything and everyone and it is present there so that there is no hinderance in the activities of the clinic. Also, Raj always tends to replace 'I' will 'We' in all his conversations with the staff members. Later on, Raj shares with her that he always deals with lazy staff sternly to send the message that everyone is equal in his eyes.</p> <p>In context of the above case:</p> <p>A) Identify and explain the various principles of management that Raj is applying for the successful management of his eye care centre.</p> <p>B)List any two values that Simran wants to communicate to the society by taking up a job in a village.</p>	
THE END		



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MARKING SCHEME

Qn. No		Marks
1	Policy	1
2	Route clerk	1
3	Coordination	1
4	Division of work	1
5	False	1

6	The principle referred here is subordination of individual interest to general interest. The organizational objectives must be given priority over the personal interest of employees	2
7	The element of directing which is not present here is Motivation. Motivation means inspiring the subordinates with a zeal to work for accomplishment of organizational objectives. The managers have to make use of appropriate tools for motivating employees to provide their maximum potential.	2
8	The principle overlooked here is the scalar chain	2
9	The type of plan needed to be prepared under this situation is 'Strategy'. Steps involved in preparing this plan are: (i) Determining long-term objectives: (ii) Adopting a particular course of action: (iii) Allocating resources necessary to achieve the objectives:	3
10	The various principles of management that Raj is applying for the successful management of his eye care centre are described below: <ul style="list-style-type: none"> • <i>Order:</i> • <i>Spirit de Corps:</i> • <i>Equity:</i> The two values that Simran wants communicate to the society by taking up a job in a village are: <ul style="list-style-type: none"> • Humanity • Concern for poor 	6