



**Date: 07/06/24**  
**GRADE: XIIB**

**MONTHLY TEST -01 (2024-25)**  
**BUSINESS ADMINISTRATION**

**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	The _____ is deciding in advance what is to be done. (a) Planning (c) Staffing (b) Organising (d) Directing	1
2	_____ refers to the synchronisation and harmonisation of efforts of subordinates towards achievement of common goals	1
3	Which level of management is responsible for coordinating the activities of different departments according to overall objectives of the organisation? (a) Top level (c) middle level (b) Supervisory level (d) both middle and supervisory level	1
4	Which of the following is not a feature of management as profession? (a) Service motive (c) Restricted entry (b) Well defined body of knowledge (d) personal application	1
	SECTION B	
5	Planning is looking ahead and controlling is looking backwards. Comment.	2
6	Explain the controlling and any 2 importance of it.	2
7	Explain the difference between unity of command and unity of direction	2
8	Explain any two features of management as science.	2
	SECTION C	

9	Explain any 4 principles of management by Henri Fayol.	4
10	Explain the elements of directing.	4
	THE END	