



# B.K. BIRLA CENTRE FOR EDUCATION

SARALA BIRLA GROUP OF SCHOOLS  
A CBSE DAY-CUM-BOYS' RESIDENTIAL SCHOOL



## PERIODICAL TEST I, 2025-26 BUSINESS ADMINISTRATION (833)

Class: XII  
Date: 30.06.25  
Admission no:

Marking Scheme

Time: 1hr  
Max Marks: 25  
Roll no

1.	Answer any 2 out of the given 3 questions. (iii is compulsory)	(1X2)	(2)
	i) (Elton Mayo, Fritz, Roethlisberger, Abraham Maslow)		
	ii) (D) tactfully		
	iii) advance		
2.	Answer any 3 out of the given 4 questions (iii is compulsory)	(1X3)	(3)
	i) (Supervision, Communication, Motivation and Leadership)		
	ii) (B) Conducting day to day activities		
	iii) (Esprit De Corps)		
	iv) (A) Work		
3.	Answer any 3 out of the given 4 questions	(1X3)	(3)
	i) Policies		
	ii) (D) All the three		
	iii) (D) b), c), and d)		
	iv) work ethics and time management		
4.	Answer any 2 out of the given 3 questions	(1X2)	(2)
	i) .(Henri Fayol)		
	ii) Organising as a process and Organising as a structure		
	iii) Match the following		
	i) Monitoring, comparing and correcting	a) Staffing (ii)	
	ii) Manning the organisation	b) Planning (iii)	
	iii) Defining job for achieving goals	c) Directing (iv)	
	iv) Influencing, guiding, supervising and motivating	d) Controlling (i)	
	<b>SECTION – B (STQ I) answer 3 out of the given 5 questions (Q5 compulsory) (2 X 3)</b>		<b>(6)</b>
5.	Define standards ----- Measure performance ----- Compare Actual and standard performance ----- Take corrective / remedial action		
6.	Facilitates efficient management Coordination and communication Growth and diversification Optimum use of resources Optimum use of technological innovations		
7.	Time study; Motion Study; Method Study; Fatigue Study; Standardisation and Simplification of		

	work; Functional Foremanship	
8.	<p>It's the execution level of an organisation, it consists of the departmental heads. They are a link between the top and the bottom level of management. They are responsible for the execution of plan and policies made by the top level.</p> <p>The middle management is made up of Purchase manager, Finance manager, Human resource manager; Executive officer and Plant Superintendent.</p>	
9.	<p>Management as a group is frequently used to devote a group of managerial personnel. All the managers, (Chief executives; departmental heads and supervisors are collectively called the management. In simple words it includes all those who manage the affairs of the company/ organisation.</p>	
	<b>SECTION – B (STQ II) answer 2 out of the given 3 questions (2 X 2)</b>	<b>(4)</b>
10.	<p>Systematic Body of knowledge</p> <p>Universal applicability</p> <p>Scientific enquiry and experiments</p> <p>Cause and effect relationship</p> <p>Tests validity and predictability</p>	
11.	<p>This method was advocated by Taylor, to motivate workers and incentivise their work according to this system two different wage rates are assigned. One a higher rate for more efficient worker and another a low rate of inefficient worker.</p> <p>The company fixes a standard output and payments are made on its basis.</p> <p>Suppose the standard rate is to produce 100 pairs of shoes in a week.</p> <p>If a worker produces more than that he will be paid Rs.50 per pair</p> <p>If a worker produces less than that he will be paid Rs.30 per pair</p>	
12.	<p>Unity of command prevents dual subordination whereas unity of direction prevents overlapping of activities</p> <p>Unity of command affects the efficiency of an employee whereas unity of direction affects the efficiency of the organisation.</p>	
	<b>SECTION – C (LATQ) answer 1 out of 2 given questions (5 X 1)</b>	<b>(5)</b>
13.	<p>Controlling is seeing that actual performance is guided towards expected performance. Controlling ensures that there is effective and efficient utilization of organisational resources so as to achieve the organisational goals.</p> <p>Controlling facilitates coordination and helps in planning.</p> <p>A good control system ensures:</p> <p><b>Basis of future action-</b> Control provides the basis for future actions. It will reduce the chances of mistakes being repeated in future by suggesting preventive steps.</p> <p><b>Facilitates decision making-</b> The process of control is complete only when corrective measures have been taken. This requires taking a right decision as to what type of follow up action is to be taken.</p> <p><b>Facilitates discipline and order</b> – The existence of control system has a positive impact on the behavior of the employees. They are cautious while performing their duties as they know they are being observed by their superiors.</p> <p><b>Facilitates Coordination-</b> Control helps in Coordination of the activities of various departments of the enterprise. It provides them unity of direction.</p> <p><b>Facilitates motivation</b> – A control system is most effective when it motivates people to high performance. Since most people respond to a challenge, successfully meeting a tough standard may provide a greater sense of accomplishment.</p> <p><b>Effective plan Implementation-</b>Controlling and planning are interdependent. Control is the only means to ensure that the plans are being implemented control points out short comings of not only planning but also other functions of management. Comparison can be done through various Performance report, Personal Observation.</p>	
14.	<p>There are <b>nine steps</b> involved in the staffing process.</p> <p>i) Manpower planning</p> <p>ii) Recruitment</p> <p>iii) Selection</p>	

iv) Placement v) Induction and Orientation vi) Training and Development vii) Performance appraisal viii) Promotion and Transfers ix) Compensation <b>Recruitment</b> - Once the requirement of manpower is known, the process of recruitment starts. It is the process of identifying the sources for prospective candidates and to stimulate them to apply for the jobs. It is a <b>positive process as it attracts suitable candidates to apply for available jobs</b> . The process of recruitment and the cost involved in it depends on the size of the undertaking and the type of persons to be recruited. The sources of recruitment can be a) Internal sources (recruitment from within the enterprise) b) External Sources(recruitment from outside ) <b>Selection</b> -The process of selection leads to employment of persons who possess the ability and qualifications to perform the jobs which have fallen vacant in the organisation. Selection is frequently described as a <b>negative process as it eliminates all the candidates those who do not match up to the requirements of the job offered</b> . As the employees are placed in the jobs for which they are best suited, they derive maximum job satisfaction reducing the labour turnover and increasing the overall efficiency of the organization. The candidates have to go through the whole selection process of an organization i.e. interviews, tests, medical examination	
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