



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:

Time: 1hr
Max Marks: 25
Roll no:

General Instructions:

Read the following instructions very carefully and strictly follow them:

- This question paper contains 14 questions. Answer the questions according to given instructions.
- Marks are indicated against each question.

SECTION – A

- Q1. Answer **any 2** out of the given 3 questions. **(ii is compulsory)** (1X2)=2
- Name any two Neo-Classical management thinkers.
 - Management = Manage + men + t_____.
(A) technically (B) traditionally (C) timely (D) tactfully
 - Planning is deciding in _____ what has to be done.
- Q2. Answer **any 3** out of the given 4 questions **(ii is compulsory)** (1X3)=3
- Name the four elements of directing.
 - Which of the following is NOT true about the process of organising?
(A) Determination of objectives
(B) Conducting day to day activities
(C) Assignment of duties
(D) Establishing relationship among individuals and group
 - Which principle of management states “Unity is Strength”?
 - Management is multi-dimensional as it involves management of _____, people and operation”
(A) Work (B) Wealth (C) Finance (D) Time
- Q3. Answer **any 3** out of the given 4 questions (1X3)=3
- What are plans which are meant to serve as broad guidelines to decision making?
 - Directing facilitates
(A) growth (B) change (C) control (D) All the three
 - Which of the following is/are functions of middle management ?
a) To maintain discipline among the work force.
b) To select, appoint and train employees of their department
c) To organise all the resources and activities of their department
d) To offer incentives to employees so that they perform to best of their ability
(A) All of them (B) a), b) and c) (C) a), b) and d) (D) b), c), and d)
 - The success of the Mumbai dabba walas is not due to technological knowledge or education but due to excellent supply chain, commitment, _____ and _____.
- Q4. Answer **any 2** out of the given 3 questions (1X2)=2
- Who was the main contributor to administrative management theory? _____
 - What are the two different ways in which organising can be understood?

iii. Match the following

i) Monitoring, comparing and correcting	a) Staffing
ii) Manning the organisation	b) Planning
iii) Defining job for achieving goals	c) Directing
iv) Influencing, guiding, supervising and motivating	d) Controlling

**SECTION – B (STQ I) Answer any 3 out of the given 5 questions.
(Q5 compulsory)**

(2X3)=6

- Q5. By the help of a FLOW CHART explain the controlling process.
Q6. State any four importance of organisation
Q7. State any four techniques of Scientific management
Q8. Write a short note on the middle level management.
Q9. What does management as a group represent?

SECTION – B (STQ II) Answer any 2 out of the given 3 questions

(2X2)=4

- Q10. State any four features of management as science and explain any one of them.
Q11. Use a numerical example to explain Differential Piece Rate System.
Q12. Bring out the differences between unity of command and unity of direction.

SECTION – C (LATQ) Answer any 1 out of 2 given questions

(5X1)=5

- Q13. “Good control system provides timely information to the manager which is very much useful” based on the statement explain what is controlling and four significance of good control system.
Q14. State all the steps involved in the staffing process. Is recruitment and selection same, explain.

ALL THE BEST

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