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| **UT/BSQP/1223/A 02-NOV-2023** | | | | | | | | |
| **UNIT TEST (2023-24)** | | | | | | | | |
| **Subject: Business Studies**  **Grade: XII** | | | Max. Marks:50Time: 2 Hours 30 Mts | | | | | |
| **Name:** | | | | | | **Section:** | **Roll No:** | |
| ***General Instructions:***   * This question paper contains 20 questions. * Marks are indicated against each question. * Answer should be brief and to the point. * Answers to the questions carrying 3 marks may be from 50 to 75 words. * Answers to the questions carrying 4 marks may be about 150 words. * Answers to the questions carrying 6 marks may be about 200 words. * Attempt all parts of the questions together. | | | | | | | | |
| 1 | Assertion (A) Organisation structure is indispensable means, and the wrong structure will seriously impair business performance and even destroy it.  Reason (R) A proper organisation structure is essential to ensure a smooth flow of communication and better control over the operations of a business enterprise. It specifies the 110 relationships between people, work and resources. | | | | | | | 1 |
|  | a | Both A and R are true. R is the correct explanation of A. | | b | Both A and R are true, but R is not correct explanation of A | | |  |
|  | c | A is correct but R is incorrect | | d | A is incorrect but R is correct | | |  |
| 2. | Which element of delegation has been identified in the above case? | | | | | | | 1 |
|  | a | Task | | b | Accountability | | |  |
|  | c | Responsibility | | d | Authority | | |  |
| 3 | DPS Sharjah gets applications on and off even without declaring any vacancy. However, as and when the vacancy arises, the company makes use of such applications. Name the source of recruitment used by the company. | | | | | | | 1 |
|  | a | Casual Callers | | b | Casual Workers | | |  |
|  | c | Campus Recruitment | | d | Employment Exchange | | |  |
| 4 | Mohan completed his formal education at Talent School and was unable to continue his higher education due to some family problems. He started accompanying his father who was a very reputed carpenter in his village. Over a period of time, Mohan has learnt different skills of this job and now he has become a very famous carpenter himself. What is the type of training that Mohan received from his father? | | | | | | | 1 |
|  | a | Apprenticeship Training | | b | Vestibule Training | | |  |
|  | c | Internship training | | d | All of the above | | |  |
| 5 | If an organization sets the objective to increase sales by 10%, then the sales can be increased by a) Adding more lines of products b) Offering products at discount c) increasing the expenditure on advertising.  Identify the step of planning process. | | | | | | | 1 |
|  | a | Implementation of plan | | b | Identifying alternative courses of action | | |  |
|  | c | Follow up of plan | | d | alternative courses of action | | |  |
| 6 | Planning involves rational thinking to choose the best alternative among the various available alternatives in order to achieve the desired goals effectively and efficiently. Identify the related feature of planning. | | | | | | | 1 |
|  | a | Planning involves decision-making | | b | Planning is Primary function | | |  |
|  | c | Planning is mental exercise | | d | Planning focuses on achieving objectives | | |  |
| 7 | “McDonalds the fast-food giant made major changes in its menu to be able to survive in the Indian market. “Identify the characteristic of management highlighted in the above statement | | | | | | | 1 |
|  | a | Management is a goal-oriented process | | b | Management is a group activity | | |  |
|  | c | Management is multi-dimensional | | d | Management is a dynamic function | | |  |
| 8 | Why is management considered a multi-faceted concept? | | | | | | | 1 |
|  | a | Management is a complex activity that has three main dimensions: management of work, management of people and management of operations | | b | The activities involved in managing an enterprise are common to all organizations whether economic, social or political | | |  |
|  | c | The process of management is a series of continuous, composite, but separate functions (planning, organizing, directing, staffing and controlling). These functions are simultaneously performed by all the managers at all the times. | | d | None of the above | | |  |
| 9 | Mohit is the managing director of S Limited manufacturing different varieties of cheese. He has an efficient team working under him consisting of Rajan who is the Production manager, Vineet the Marketing manager and Asif the finance manager. They understand and interpret the policies made by Mohit to ensure that their department has adequate manpower, assign them the necessary duties and motivate them to achieve the desired objective.  Mohit is working at which level of management | | | | | | | 1 |
|  | a | Top-level | | b | Middle level | | |  |
|  | c | Operational level | | d | All levels | | |  |
| 10 | Anu and Shilpa are good friends, considering the fact that the activities involved in managing an enterprise are common to all organizations, after completing their master’s in business management, both of them take up a job at managerial level in different organizations as per their individual areas of interest. Anu joined as a marketing manager in a company selling Ladies handbag, she added new product lines in the business viz. Ladies shoes and cosmetics. Shilpa joins an NGO and works diligently to realize its objective by providing employment to especially abled persons. Both Anu and Shilpa make conscious efforts to build team spirit and coordination among diverse individuals. They motivate their employees in such a manner that individual members are able to achieve personal goals while contributing to the overall organisational objective. Both of them gained experience over a period of time and became more effective.  Identify the nature of management highlighted in this line. | | | | | | | 1 |
|  | a | Management as Profession | | b | Management as Science | | |  |
|  | c | Management as an Art | | d | None of the above | | |  |
| 11 | Leonardo Cloth Ltd. produces only fabrics. After experiencing great success in the fabric industry, the directors of Leonardo Cloth Ltd. acquired three new manufacturing (Electronics, Mobile Phones, Cement) units and began selling a variety of products in the market. They decided that each unit would be led by an individual with the ability and competence to handle responsibility.  a) Identify the organizational structure that Leonardo Cloth Ltd. employed during its exclusive focus on fabric production and specify the environment in which this structure is most suitable.  b) Identify the organizational structure that the company should follow now and specify the environment in which this structure is most suitable. | | | | | | | 3 |
| 12 | Suhasini, a home science graduate from a reputed college, has recently done a cookery course. She wished to start her own venture with a goal to provide healthy food at reasonable prices. She discussed her idea with her teacher (mentor) who encouraged her. After analyzing various options for starting her business venture, they short-listed the option to sell readymade and ready-to-make vegetable shakes and milkshakes. Then, they weighed the pros and cons of both the shortlisted options.  a) Name the function of management being discussed above and give any one of its characteristics.  b) Also briefly discuss any three limitations of the function discussed in the case. | | | | | | | 3 |
| 13 | Briefly explain the following significance of principles of management and nature and significance of management:   1. Scientific decisions 2. Universal applicability | | | | | | | 3 |
| 14 | XYZ Power Ltd. set up a factory for manufacturing solar lanterns in a remote village as there was no reliable supply of electricity in rural areas. The revenue earned by the company was sufficient to cover the costs and the risks. The demand of lanterns was increasing day by day, so the company decided to increase production to generate higher sales. For this they decided to employ people from the nearby villages as very few job opportunities were available in that area. The company also decided to open schools and crèches for the children of its employees. Identify and explain the objectives of management discussed above | | | | | | | 3 |
|  |  | | | | | | |  |
| 15 | Two years ago, Madhu completed her degree in food technology. She worked for some time in a company that manufactured chutneys, pickles and murabbas. She was not happy in the company and decided to have her own organic food processing unit for the same. She set the objectives and the targets and formulated an action plan to achieve the same. One of her objectives was to earn 10% profit on the amount invested in the first year. It was decided that raw materials like fruits, vegetables, spices, etc. will be purchased on three months credit from farmers cultivating only organic crops. She also decided to follow the steps required for marketing of the products through her own outlets. She appointed Mohan as the Production Manager who decided the exact manner in which the production activities were to be carried out. Mohan also prepared a statement showing the number of workers that will be required in the factory throughout the year. Madhu informed Mohan about her area wise sales target for different products for the forthcoming quarter. While working on the production table, a penalty of? 100 per day for not wearing caps, gloves and apron was announced. Quoting lines from the above paragraph identify and explain the different types of plans discussed(any four) | | | | | | | 4 |
| 16 | Briefly explain the following techniques and principles with diagram:   1. Functional Foremanship 2. Scalar Chain | | | | | | | 4 |
| 17 | Top management plans for the entire organization. According to these plans the organizational structure is developed and staffed. In order to ensure that these plans are executed according to plans, directing is required. Any discrepancies between actual and realized activities are then taken care of at the stage of controlling. Name and explain the process highlighted above which started at the planning stage itself and is implicit and inherent in all the functions of management in an organization. Explain any one importance of the same. | | | | | | | 4 |
| 18 | Ms. Neeta recently completed her Post-Graduate Diploma in Human Resource Management. A few months from now a large steel manufacturing company appointed her as its Human Resource Manager. As of now, the company employs 800 persons and has an expansion plan in hand which may require another 200 persons for various types of additional requirements. Ms. Neeta has been given complete charge of the company’s Human Resource Department.  (a) State any two functions she must be performing.  (b) What problems do you foresee in her job? What steps is she going to take to perform her job efficiently? | | | | | | | 4 |
| 19 | Aman Chadha started ‘Bulls Eyes’ a company for providing cyber security solutions to businesses. Its objective is to prevent, detect and respond to cyber-attacks and protect critical data. He was a hardworking software engineer and an expert in cyber security. His reputation grew by leaps and bounds as he was not only a person of integrity but also did his work with utmost honesty and sincerity. The business started growing day by day. He was delighted when he was offered a big project by the Ministry of Defense. While working on the project, he found that the volume of work made it impractical for him to handle all the work by himself. He decided to expand the team. The company maintained a close liaison with a local engineering college. During a campus placement, Ishan and Vrinda were appointed to work for the new project. He found the new employees capable, enthusiastic and trustworthy. Aman Chadha was thus able to focus on objectives and with the help of Ishan and Vrinda, the project was completed on time. Not only was this Aman Chadha also able to extend his area of operations. On the other hand, Ishan and Vrinda also got opportunities to develop and exercise initiative.  Identify the concept used by Aman Chadha in the above case which helped him in focusing on objectives. and explain any three importance of the concept. | | | | | | | 6 |
| 20 | Madhav Ltd. is a highly reputed company and many people wanted to join this company. The employees of this organization are very happy and they discussed how they came in contact with this organization. Arman said that he was introduced by the present Sales manager, Mr. John Abraham said that he had applied through the newspaper and was appointed as H.R. manager. Vaibhav said that he was neither related to any of the employee of the organization nor there was any advertisement in the newspaper even then he was directly called from HM Ahmedabad from where he was about to complete his MBA. Based on the above statements answer the following questions.  The above discussion indicates an important function of management.   1. Name the function of management. 2. Which step of the management function being discussed in the above statement and explain the next three steps. | | | | | | | 6 |
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