

## **Business Studies 2<sup>nd</sup> PUC**

### **Mid Term Model Paper 1**

#### **Part A**

**Answer any TEN of the following. Each question carries 1 mark. (1x10=10)**

1. Give an example for top level/middle level/supervisory level management.
2. Who is called the Father of Scientific Management?
3. Which management principle of Fayol advocates that there should be only one boss for every individual employee?
4. What is Business Environment?
5. Which function of management involves decision making?
6. What is Organization Structure?
7. Which of the following is not an element of delegation?
  - a) Accountability
  - b) Authority
  - c) Responsibility
  - d) Informal Organization
8. Which of the following does not follow the scalar chain?
  - a) Functional Structure
  - b) Divisional Structure
  - c) Formal Organization
  - d) Informal Organization
9. Span of management refers to
  - a) Number of managers
  - b) Length of term for which a manager appointed
  - c) Number of subordinates under a superior
  - d) Number of members in top management
10. Name one external source of recruitment.
11. Which one of the following is not a function of staffing?
  - a) Recruitment
  - b) Training
  - c) Compensation
  - d) Directing
12. Promotion of employees results in
  - a) Increase in pay
  - b) Increase in responsibility
  - c) Increase in job satisfaction
  - d) All the above

### **Part B**

**Answer any TEN of the following. Each question carries 2 marks. (2x10=20)**

13. Define Management.
14. Justify the importance of coordination by any two factors.
15. State any two differences between Unity of Command and Unity of Direction.
16. Give the meaning of Globalization.
17. Give the meaning of Planning Premises.
18. Define Organizing.
19. Give the meaning of Formal Organization.
20. Compare Authority and Accountability
21. Why is staffing both a line as well as staff activity?
22. State any two differences between Training and Development.
23. State any two merits of external sources of recruitment.
24. Mention any two merits of internal sources of recruitment

### **Part C**

**Answer any SEVEN of the following. Each question carries 4 marks. (4x7=24)**

25. Explain the Objectives of Management.
26. What are the four aspects of work study developed by Taylor? Explain.
27. Explain the importance of Planning with any four points.
28. Explain any two types of Plan.
29. Explain the steps in the process of Organizing
30. Mention any four features of Informal Organization.
31. Distinguish between Formal and Informal Organization by taking any four bases.
32. Explain briefly the elements of Delegation.
33. Explain any four types of tests used for selection of employees.
34. Explain the internal sources of recruitment.

### **Part D**

**Answer any FOUR of the following. Each question carries 8 marks. (8x4=32)**

35. Explain the characteristics of Management.
36. "Management as an art and a science are not mutually exclusive but complement to each other"- Elucidate.
37. Explain the importance of Organizing.
38. What is Decentralization? Explain its importance
39. Explain the stages in Staffing Process.
40. Explain the four methods of On-the-Job and any four methods of Off-the-Job training.

### **Part E**

**Answer any TWO of the following. Each question carries 5 marks. (5x2=10)**

41. If you are the manager of an organization, draw the neat diagram of different Levels of Management to specify that authority responsibility relationships create different levels of management.
42. As a general manager, list out any ten Fayol's Principles of Management which you would like to adopt in your business organization.
43. As a manager what logical steps you follow in Planning process before executing a project?

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### **Mid Term Model Paper 2**

#### **Part A**

**Answer any TEN of the following. Each question carries 1 mark. (1x10=10)**

1. What is Effectiveness concerned with?
2. Which of the following is not a function of management?
  - a) Planning
  - b) Staffing
  - c) Cooperating
  - d) Controlling
3. What is Standardization according to Taylor?
4. How are Principles of management formed?
  - a) In a laboratory
  - b) By experiences of managers
  - c) By experiences of customers
  - d) By propagation of social scientists
5. Which of the following is an example for social environment?
  - a) Money supply in the economy
  - b) Consumer Protection Act
  - c) The Constitution of the country
  - d) Composition of family
6. State the first step in Planning Process.
7. Which of the following statement is not correct about planning?
  - a) It is a mental exercise
  - b) It provides direction for the future actions
  - c) It is end function in the process of management
  - d) It involves setting objectives and developing courses of actions
8. Can Accountability be delegated?
9. Which of the following does not follow the scalar chain?
  - a) Functional Structure
  - b) Divisional Structure
  - c) Formal Organization
  - d) Informal Organization
10. Mention the first step in selection process
11. What is the meaning of 'Development' in Staffing Process?
12. Which of the following is on-the-Job method of training?
  - a) Case study
  - b) Coaching
  - c) Vestibule Training
  - d) Computer modeling

### **Part B**

**Answer any TEN of the following. Each question carries 2 marks. (2x10=20)**

13. State any two Organizational Objectives of Management.
14. Give the meaning of Mental Revolution as propounded by Taylor.
15. Give the meaning of Globalization.
16. State any two features of Planning.
17. Give the meaning of Organizing.
18. Write any two differences between Functional and Divisional Structures.
19. Give the meaning of Formal Organization.
20. What is Recruitment?
21. What is Job Rotation?
22. Give the meaning of 'Transfer' as an internal source of recruitment.
23. State the two types of direct financial payments which an organization can adopt to pay its employees
24. Mention any two demerits of internal sources of recruitment

### **Part C**

**Answer any SEVEN of the following. Each question carries 4 marks. (4x7=24)**

25. Give any four grounds to say Management is important.
26. Discuss the significance of Principles of Management by explaining any four points
27. Explain any four features of Business Environment.
28. Explain the importance of Planning with any four points.
29. Mention any four features of Informal Organization
30. State any two advantages and two disadvantages of Functional Structure.
31. Write any two advantages and two disadvantages of Divisional Structure.
32. Explain any four types of tests used for selection of employees.
33. Explain the internal sources of recruitment.
34. How does training and development of employees benefit the organizations?

### **Part D**

**Answer any FOUR of the following. Each question carries 8 marks. (8x4=32)**

35. Explain the characteristics of Management.
36. 'Management is a series of continuous interrelated functions'- Comment.
37. State the advantages and disadvantages of Formal Organization.
38. Explain the importance of Organizing.
39. Describe the steps involved in Selection Process
40. Explain the four methods of On-the-Job and any four methods of Off-the-Job training.

### **Part E**

**Answer any TWO of the following. Each question carries 5 marks. (5x2=10)**

41. As a manager what logical steps you follow in Planning process before executing a project?
42. Draw the Organization Chart showing Divisional and Functional Structure.
43. As a HR manager, list out any ten sources of recruitment, to fill in the vacancies in your organization

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### **Mid Term Model Paper 3**

#### **Part A**

**Answer any TEN of the following. Each question carries 1 mark. (1x10=10)**

1. Policy formulation is the function of
  - a) Top level management
  - b) Middle level management
  - c) Operational management
  - d) All the above
2. What is the objective of Method Study according to Taylor?
3. State the first step in Planning Process
4. Give an example for a plan which is neither single nor standing plan.
5. Which of the following statement is not correct about planning?
  - a) It is a mental exercise
  - b) It provides direction for the future actions
  - c) It is end function in the process of management
  - d) It involves setting objectives and developing courses of actions
6. A network of social relationship that arise spontaneously due to interaction at work is called
  - a) Formal Organization
  - b) Informal Organization
  - c) Decentralization
  - d) Delegation
7. For delegation to be effective, it is essential that responsibility be accompanied with necessary
  - a) Authority
  - b) Manpower
  - c) Incentives
  - d) Promotions
8. State any one type of selection tests.
9. What is meant by Interview in Selection Process?
10. Name on-the-job training method given to plumbers, electricians or iron workers.
11. State the off-the-job training method given to employees before handling sophisticated machinery and equipment.
12. Which one of the following is not a function of staffing?
  - a) Recruitment
  - b) Training
  - c) Compensation
  - d) Directing

### **Part B**

**Answer any TEN of the following. Each question carries 2 marks. (2x10=20)**

- 13.State any two Organizational Objectives of Management.
- 14.Define Coordination.
- 15.What is Scalar Chain?
- 16.Give the meaning of Globalization.
- 17.What is Privatization?
- 18.What is a 'Strategy'?
- 19.Write any two differences between Functional and Divisional Structures.
- 20.Give the meaning of Formal Organization.
- 21.Compare Authority and Accountability
- 22.State any two differences between Delegation and Decentralization.
- 23.Write any two demerits of external sources of recruitment.
- 24.Mention any two demerits of internal sources of recruitment.

### **Part C**

**Answer any SEVEN of the following. Each question carries 4 marks. (4x7=24)**

- 25.Explain the Objectives of Management.
- 26.Explain the Principles of Management contributed by F.W. Taylor.
- 27.Explain any four challenges that were to be faced by business and industry due to changes in Government Policy.
- 28.Explain the importance of Planning with any four points.
- 29.Explain any four limitations of Planning
- 30.State any two advantages and two disadvantages of Functional Structure.
- 31.State any two advantages and disadvantages of Informal Organization.
- 32.Explain briefly the elements of Delegation.
- 33.Explain any four types of tests used for selection of employees.
- 34.Explain the internal sources of recruitment.

### **Part D**

**Answer any FOUR of the following. Each question carries 8 marks. (8x4=32)**

- 35.Explain the characteristics of Management.
- 36.Define Coordination. Explain the characteristics of Coordination.
- 37.Explain the importance of Organizing.
- 38.State the advantages and disadvantages of Formal Organization.
- 39.Describe the steps involved in Selection Process
- 40.Explain the benefits of training and development to the organization and to the employees

### **Part E**

**Answer any TWO of the following. Each question carries 5 marks. (5x2=10)**

- 41.If you are the manager of an organization, draw the neat diagram of different Levels of Management to specify that authority responsibility relationships create different levels of management.
- 42.Show the different Elements of Business Environment that influence the success of business Enterprises with a neat diagram.
- 43.Draw the Organization Chart showing Divisional and Functional Structure.