



INDIAN SCHOOL SOHAR  
UNIT TEST 1 (2022 – 2023)  
BUSINESS STUDIES (054)  
[SET 1]

STD: - XII  
Date: 22/05/2022

Max Marks: - 20  
Duration: 45 min

**General Instructions:-**

- (i) Answers to questions carrying 1 mark may be from one word to one sentence.
- (ii) Answers to questions carrying 3 marks may be from 50 – 75 words.
- (iii) Answers to questions carrying 4 marks may be about 150 words.
- (iv) Answers to questions carrying 5 marks may be about 200 words.
- (v) Attempt all parts of a question together.

1. **Read the following statements. Choose one of the correct alternatives given below.** [1]

**Assertion (A):** Coordination is the essence of management. It is the link that binds all the other functions of management together.

**Reason (R):** Coordination is very important to establish the authority responsibility and accountability relationship.

**Alternatives:**

- a. Both A and R are true and R is the correct explanation of A.
- b. Both A and R are true and R is not the correct explanation of A.
- c. A is true but R is false.
- d. A is false but R is true

2. The objective of management which consistently creates economic value for various constituents of society is : [1]

- a. Organisational objective
- b. Social objective
- c. Personal objective
- d. Both Social and Personal objective

3. The principles of management are said to be flexible as : [1]

- a. they aim at influencing behavior of human beings.
- b. they are general guidelines to action, but do not provide readymade solutions to management problems.
- c. they can be modified by the manager when the situation so demands.
- d. their application is dependent upon the prevailing situation at a particular point of time.

4. Rishitosh Mukherjee has recently joined AMV Ltd a company manufacturing refrigerators. He found that his department was under-staffed and other departments were not cooperating with his [1]

department for smooth functioning of the organisation. Therefore, he ensured that his department has the required number of employees and its cooperation with other departments is improved. Identify the level at which Rishitosh Mukherjee was working. Also, state any one functions required to be performed by Rishitosh Mukherjee at this level

5. **Match the techniques of scientific management in Column I with their respective explanation in Column II by choosing the correct sequences.** [1]

Column I	Column II
(A) Method study	(i) Eliminating superfluous varieties, sizes and dimensions.
(B) Standardization of work	(ii) Separation of planning and execution function
(C) Simplification of work	(iii) Setting benchmarks for every business activity which must be adhered to during production
(D) Functional foremanship	(iv) Minimizing the cost of production and maximizing the quantity and satisfaction of the customer

- (iii), (ii), (i), (iv)
- (iv), (iii), (ii), (i)
- (iii), (iv), (ii), (i)
- (i), (ii), (iii), (iv)

6. Josh Enterprises decides to have a meeting of all the key employees of different departments in the organisation. The main motive is to tell the employees to keep the target of 20% increase in sales as the main objective when they work throughout the year. The meeting is full of ideas regarding the employees and processes involved. Various plans are made to harness the potential of the employees and streamline the processes. However with the passage of a few days the external business environment checks the capability of the organisation to adapt to the situations. The company successfully comes out at the end of the year with flying colours. [3]

- What are the various characteristics of management you can find highlighted here?
- Also identify the lines in which these characteristics have been highlighted.

7. ABCD Inc. is a company which deals with providing car service at home and on road. There are different departments in this company like Human Resources, Marketing, Finance, Research & Development and Operations. The top management of the company tries its level best to synchronize the activities of different departments in the best possible manner. The result is the increased efficiency and attainment of goals. However with the passing of time the size of the company has grown and now there are many branches of this company. The synchronization has turned more important with the increase in the size of the company and the number of employees. The Departmental Heads of the company are specialists in their respective areas and the top management tries to work with them not [3]

with authority but by respecting their views on the subject. Their ego clashes are avoided to ensure smooth functioning of the organisation.

Identify the concept of management highlighted above. Write two benefits highlighted in the above paragraph of this concept.

8. Apar Foundation is a Non Governmental Organization (NGO) working to improve the lives of children with medical needs, the homeless and victims of natural disasters. Apart from donations in cash, they collect dry ration, old clothes, shoes, toys, books and medicines from donors. At Apar Foundation's office in Bhopal the material collected is segregated, classified and put in shelves and boxes that are labelled systematically. There is a specific place for each of these items and volunteers put everything at their respective places. The volunteer work is divided into specific jobs like fund raising, field visits, social media updates and so on. Each volunteer is part of a particular team, depending on their competency and training. Each volunteer becomes specialized in their respective field, leading to efficient utilization of human effort. [4]

A. Identify and explain two principles of management adopted by Apar Foundation.

B. State two values that Apar Foundation is promoting in society through their work.

9. Saggar Ltd. believes in coordination among departments and activities. The company relies heavily on professional coordination. For this the company takes steps throughout the year. Coordination is kept in mind by all the managers regardless of the level they are working at. Throughout the year the various activities are synchronized without failure. Every department ensures that within it every employee and operation is guided by the theme of proper coordination. Whenever an employee takes an action he consults others, whenever needed, thus properly contributing to his team. The process of coordination is just not limited to the employees. Even at the departmental level the various departments use this binding force to create perfect harmony among them so that the organisational goals can be fulfilled. All the coordination that occurs in the organisation is a result of proper training and premeditated attempts by the company to get the best results possible. . [5]

The above case represents all the characteristics of coordination. Identify the lines which represent them and also name the characteristics.

OR

'Kanpur Leather Ltd.' is the manufacturer of leather products. It is producing on large scale and its organisational structure is functional. In the production department various foremen have been employed. Each foreman has been made responsible for production planning, implementation and control. This has led to a situation of confusion and uncertainty. Suggest a technique of scientific management to Kanpur Leather Ltd. which may help it to effectively organise planning and its execution.