



**SECTION – A**

**I. Answer the following questions, each question carries ONE mark**

1. The following is not an objective of management.  
(a) Earning of profits (b) Growth of the organization  
(c) Providing employment (d) Policy making
2. Who strongly advocated piece wage system?
3. How are the principles of management formed?  
(a) In a laboratory (b) By experiences of managers  
(c) By experiences of customers (d) By propagation of social scientists
4. What is business environment?
5. Which of the following is an example for the single use plan?  
(a) Policy (b) Procedure (c) Budget (d) Method
6. Which management function translates the plans into action?
7. What is delegation?
8. Name one internal source of recruitment.
9. Which one of the following is not an element of direction?  
(a) Motivation (b) Communication (c) Delegation (d) Supervision
10. What is directing?
11. What is ratio analysis?
12. What do you understand by 'capital structure'?

**SECTION - B**

**II. Answer the following questions, each question carries TWO marks**

13. Define coordination.
14. What is gang plank?
15. What is time study?
16. What is demonetization?
17. What is a policy?
18. Give the meaning of formal organization.
19. What is recruitment?
20. What is 'orientation' in staffing?
21. What is communication?
22. Define leadership.
23. State any two traditional techniques of managerial control.
24. What is financial leverage? Write the formula to calculate financial leverage.

**SECTION - C**

**III. Answer the following questions, each question carries FOUR marks**

25. "Management as an art", Explain.
26. Briefly explain the features of management.
27. What are the four aspects of work study developed by Taylor? Explain.
28. Briefly explain the dimensions of business environment.
29. Explain any four features of planning.
30. State any two advantages and disadvantages of informal organization.
31. Explain any four types of tests used for selection of employees.
32. Explain briefly any four semantic barriers to communication.
33. Explain the limitations of controlling.
34. Explain any four factors affecting dividend decisions.

#### **SECTION – D**

**IV. Answer the following questions, each question carries EIGHT marks.**

35. Define coordination. Explain the characteristics of coordination.
36. Explain any four types of plans.
37. State the advantages and disadvantages of formal organization.
38. Explain the four methods of on-the-job and any four methods of off-the-job training.
39. What is supervision? Explain the role played by a supervisor.
40. Briefly explain the factors affecting the capital structure.

#### **SECTION - E**

**V. Answer the following questions, each question carries FIVE marks**

41. Draw a neat diagram of levels of management.
42. Draw the organization chart showing divisional and functional structure.
43. Draw a neat diagram of Maslow's hierarchy theory of motivation.

\*\*\*\*\*



**JAIN COLLEGE, J C Road Bangalore**  
**Mock Paper -2, March - 2021**  
**II PUC – Business Studies (27)**

**SECTION – A**

**I. Answer the following questions in a word or sentence each. While answering multiple choice questions, write the serial alphabet of the correct choice and write the answer corresponding to it.**

1. Policy formulation is the function of \_\_\_\_\_  
a) Top level management                      b) Middle level management  
c) Operation level management              d) All the above
2. Name any one technique developed on the basis of principles of management.
3. What is the aim of simplification according to Taylor?
4. Which of the following is an example for social environment?  
a) Money supply in economy                  b) Consumer protection act  
c) The constitution of the country              d) Composition of family
5. What is single use plan?
6. What is delegation?
7. What do you mean by span of management?
8. What is the meaning of development in staffing process?
9. The motivation theory which classifies needs in hierarchical order is developed by  
a. Fred Luthans              b. Scott              c. Abraham Maslow              d. Peter .F.Drucker
10. State any one pattern of formal communication.
11. Which of the following is not applicable to responsibility accounting?  
a) Investment centre      b) Accounting centre              c) Profit centre              d) Cost centre
12. How do you calculate net working capital?

**SECTION B**

**II. Answer the following questions in two or three sentences each.**

13. State any 2 organisational objectives of management.
14. What is discipline according to Fayol?
15. What is scalar chain?
16. What is liberalization
17. Give the meaning of programme.
18. Compare and contrast Authority and accountability.
19. State any 2 types of direct financial payments which an organisation can adopt to pay its employees.
20. What is job rotation?
21. What do you understand by Supervision?
22. State any 2 personal barriers to communication.
23. Define Managerial control.
24. Give the meaning of investment decision with an example.

**SECTION C**

**III. Answer the following questions in 10-12 sentences each.**

25. Is Management a science? Prove.
26. Explain the objectives of Management.
27. Explain the functional foremanship of Taylor.
28. Explain any 4 challenges that were to be faced by business and industry due to changes in government policy.
29. Explain any 2 types of plan.
30. Explain importance of Delegation.
31. Explain any four external sources of recruitment.
32. Briefly explain any 4 organisational barriers to communication.
33. Explain briefly the relationship between planning and controlling.
34. Explain with any 4 points the importance of financial planning.

#### **SECTION D**

#### **IV. Answer the following questions in 20-25 sentences each.**

35. Define coordination. Explain the characteristics of coordination
36. Explain importance and limitations of planning.
37. State the advantages and disadvantages of informal organization.
38. Explain the benefits of training and development to the organization and to the employees.
39. State the suitable measures to improve communication effectiveness.
40. Explain the factors affecting dividend decisions.

#### **SECTION E**

#### **(Practical Oriented Questions)**

#### **V. Answer the following questions.**

41. As a general manager, list out any 10 Fayol's principles of management which you would like to adopt in your business organization.
42. Draw an organization chart showing divisional and functional structure.
43. As a manager of an organization, what are the modern techniques of controlling you would like to adopt?

\*\*\*\*\*