



JAIN COLLEGE, v v puram
For Reduced Syllabus

Test / Exam: MOCK 1	Month & Year: 2020-2021
Class: II PUC	Subject: Business Studies
Duration: 3:15 hours	Max. Marks: 100

Instruction to Candidates:

1. Write the serial numbers of questions properly as given in the question paper while answering.
2. Write the correct and complete answers

SECTION – A

I. Answer any ten of the following questions in a word or sentence each. While answering multiple choice questions, write the serial number of the correct choice and write the answer corresponding to it. Each question carries 1 mark: 10x1=10

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. State the number of principles of management propounded by Henri Fayol.
3. What is Standardization according to Taylor?
4. Liberalization means _
(a) Integration among economies (b) Reduced government controls and restrictions
(c) Policy of planned disinvestments (d) None of the above
5. What is Standing Plan?
6. What is Decentralisation?
7. For delegation to be effective, it is essential that responsibility be accompanied with necessary
(a) Authority (b) Manpower
(c) Incentives (d) Promotions
8. Name on-the-job training method given to plumbers, electricians or iron workers.
9. What is a 'Motive'?
10. The highest level need in the Need Hierarchy of Abraham Maslow is
(a) Safety Need (b) Belongingness Need
(c) Self Actualization Need (d) Prestige Need

11. Expand PERT.
12. Give an example for current asset.

SECTION – B

II. Answer any Ten of the following question in 2 or 3 sentences. Each question carries 2 Marks.

10x2=20

13. State any two Organizational Objectives of Management.
14. What is Gang Plank?
15. State any two differences between Unity of Command and Unity of Direction.
16. Give the meaning of Globalization.
17. What is a 'Policy'?
18. Define Organizing
19. What is Recruitment?
20. State the two types of direct financial payments which an organisation can adopt to pay its employees.
21. State any two features of Motivation.
22. State any two personal barriers to communication.
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 any Seven of the following questions in 10-12 sentences each. Each question carries 4 Marks

7x4=28

25. Give any four grounds to say Management is important.
26. 'Management is a profession'- Elucidate.
27. What are the four aspects of work study developed by Taylor? Explain
28. Explain any four features of Business Environment.
29. Explain any four features of Planning.
30. Explain the steps in the process of Organizing.
31. How does training and development of employees benefit the organizations?
32. Explain briefly any four semantic barriers to communication.
33. Explain briefly the relationship between planning and controlling
34. Explain any four factors affecting dividend decisions.

SECTION – D

IV. Answer any Four of the following question in 20 to 25 sentences. Each question carries 8 Marks.

4x8=32

35. Define Coordination. Explain the characteristics of Coordination
36. What is Planning? Explain the various features of Planning.
37. State the advantages and disadvantages of Formal Organization
38. Explain the stages in Staffing Process
39. Explain any four financial incentives and four non-financial incentives.
40. What is Capital Budgeting decision? Explain briefly the factors affecting capital budgeting decisions

SECTION – E

(PRACTICAL ORIENTED QUESTIONS)

V. Answer any Two of the following Questions:

2X5=10

41. Assuming that you are the manager of an organization, draw the neat diagram of different Levels of Management to specify that authority and responsibility relationships create different levels of management.
42. As a manager what logical steps you follow in Planning process before executing a project?
43. As a manger of an organization, what are the modern techniques of controlling you would like to adopt?
