



B.K. BIRLA CENTRE FOR EDUCATION

SARALA BIRLA GROUP OF SCHOOLS
A CBSE DAY-CUM-BOYS' RESIDENTIAL SCHOOL

MID-APRIL TEST 2025-26 BUSINESS ADMINISTRATION 833

Class: XII
Date: 21.04.25
Admission no:

Time: 1hr
Max Marks: 25
Roll no:

General Instructions:

Read the following instructions very carefully and strictly follow them:

- This question paper contains 14 questions. Answer the questions according to given instructions.
- Marks are indicated against each question.

SECTION – A

- Q1. Answer **any 2** out of the given 3 questions. (**iii is compulsory**) (1X2) (2)
- The top management of a company consist of CEO and CFO. Who are they?
 - Which of the designation below do not belong to Middle Management.
(A) Executive officer (B) Purchase Manager (C) Managing Director (D) Plant Superintendent
 - The first of the five stages of active listening is **Receiving**. Name the other four.
- Q2. Answer **any 3** out of the given 4 questions (**iii is compulsory**) (1 X 3) (3)
- One of the other names for lower management is First time management? Name the other two.
 - Which of the following is NOT true about administration?
(A) It is the process of planning the work
(B) It lays downs policies and principles
(C) It provides guidelines
(D) It prepares the framework
 - _____ motivation includes activities for which there is no apparent reward but one derives enjoyment and satisfaction in doing them while _____ motivation arises because of incentives or external rewards.
 - Management can be understood as “As an Activity, Process, Academic Discipline and as a _____”
(A) Team (B) Family (C) Group (D) Company
- Q3. Answer **any 3** out of the given 4 questions (1X3) (3)
- Name any two management thinkers of the contemporary era.
 - What is stress?
 - Get out of my sight just now is a _____ sentence.
(A) Exclamatory (B) Declarative (C) Interrogative (D) Imperative
 - _____ is regarded as the “Father of Scientific Management”. He worked at Midvale Steel Works, Simonds Rolling Mills, _____ in the USA.
- Q4. Answer **any 2** out of the given 3 questions (1X2) (2)
- Management is a thinking function and Administration is a doing function. What is wrong with this?
 - The dabbawala business in Mumbai has been awarded _____ rating by Forbes Global Magazine which is generally given to _____ companies.
 - During the 1980s, the lunch box supplied by dabbawalas used to be Rs.50, but today the rates are Rs.250 per dabba. But certain things have not changed —

SECTION – B (STQ I) Answer any 3 out of the given 5 questions (Q5 compulsory) (2X3) (6)

- Q5. By the help of a FLOW CHART explain the elements of communication.
Q6. State any four parts of speech and give two examples of each.
Q7. Why is “management is both a science as well as an art”?
Q8. State any four functions of lower level of management.
Q9. Google was adjudged the best company to work for in India. In the view of this sentence explain the concept of TGIF and Women initiatives.

SECTION – B (STQ II) Answer any 2 out of the given 3 questions (2X2) (4)

- Q10. Explain Motion and Method Study as Techniques of Scientific Management.
Q11. The term management has been interpreted as an activity and also as a process. Explain both.
Q12. The production work is carried out by four foremen, name them and their role.

SECTION – C (LATQ) Answer any 1 out of 2 given questions (5X1) (5)

- Q13. Explain the five principles of Scientific Management.
Q14. Why is management considered as a profession? Explain any five points.

ALL THE BEST

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