



B.K. BIRLA CENTRE FOR EDUCATION

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



PERIODIC TEST-1 2026-27 BUSINESS ADMINISTRATION (SET I)

Class: XII
Date: 12.06.26
Admission no:

Marking Scheme

Time: 1hr
Max Marks: 25
Roll no:

1.	(C) The Forbes Global Magazine gave them a Six Sigma efficiency rating.	(1)
2.	(D) Cause and effect relationship	(1)
3.	(B) Workers later realize that the new system reduces effort and increases their earnings.	(1)
4.	(A) German industrialist	(1)
5.	(B) Both A and R are true, but R is not the correct explanation of A	(1)
6.	(D) Statement 1 is false, Statement 2 is true	(1)
7.	(D) Performance budget	(1)
8.	(A) iii); iv); i); ii)	(1)
9.	(C) Directing	(1)
10.	(i) Bureaucracy – It was conceptualized by Max Weber, a German Sociologist. (ii) Scientific Management – This approach was conceived by Fredrick Winslow Taylor. (iii) Administrative Theory – The main contributor to administrative management theory was Henri Fayol, a French industrialist.	(2)
11.	Programme it is a comprehensive plan that includes objectives, policies, procedures, and rules to achieve a specific goal. It combines objectives (digital literacy), policies (equal access), procedures (training sessions), and rules (mandatory participation).	(2)
12.	Planning work is done by four : a) Route clerk; b) Instruction Card Clerk ; c) Time & Cost Clerk and d) Shop Disciplinarian The execution or production work would be carried on by the following foremen a) Gang Boss ; b) Speed Boss ; c) Repair Boss ;d) Inspector	(2)
13.	Division of work; Authority and Responsibility; Discipline; Unity of Command; Unity of Direction; Remuneration; Order; Scalar Chain; Subordination of individual interest; Initiative; Equity; Esprit de corps	(3)
14.	Four elements of directing are Supervision – Supervision is an important element of directing. It implies overseeing the work of subordinates in order to guide and regulate their efforts. Supervision is very important at the operating level of management. The Supervisor is in direct contact with the workers and acts as the link between workers and management. The purpose of supervision is to ensure that subordinates perform their tasks according to prescribed procedures and as efficiently as possible. Communication - It is the process of passing information view point, facts, ideas , opinion and understanding from one person to another .It is a two way process and is complete when there is some response from the receiver of information. Leadership - Leadership may be defined as the process by which a manager guides and influences the work of his subordinates. The success of every enterprise is dependent upon the quality of its leadership.	(3)

	Motivation- Motivation means inspiring the subordinates with a zeal to do work for accomplishment of organizational objectives. A manager should make appropriate use of motivational tools to actuate the subordinates to work harmoniously towards achievement of organisational goals. Different people are motivated by different type of rewards, which can be financial incentives or non-financial incentives.	
15.	a) Helps in finding efficient worker- Staffing helps in discovering talented and competent workers and develops them to work more efficiently for achievement of organizational goals. b) Helps in increased Productivity – Staffing ensures greater production by putting right man at the right job. It helps in improved organisational productivity through proper selection according to requirement c) Maintains Harmony- Staffing maintains harmony in the organisation. Through proper staffing, individuals are not just recruited and selected but their performance is regularly appraised and promotions are done. This gives everyone an equal opportunity for getting better compensation which finally results in peace and harmony. d) Helps in morale boosting- Job satisfaction keeps the morale high of the employees. Through training and development programmes their efficiency improves and they feel assured of their career advancement e) Helps in Optimum utilization of human resources- Staffing helps in proper utilization of the available personnel. Manpower forecasting provides a basis for recruitment, transfer and training of employees. Shortage or surplus of manpower will be revealed by proper manpower planning.	(4)

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