

Roll No.....

141/A

Total No. of Question :40]

Total No. of Printed pages : 3]

ss
2039

**ANNUAL EXAMINATION SYSTEM
BUSINESS STUDIES – II**

Time allowed : 3 Hours

Maximum Marks:....

1. “Management is the art of getting things done through others”, which approach of management is this?
a) Traditional approach b) Modern approach c) Both (a) & (b) d) None of these
2. _____ is concerned with the implementation of plans.
a) Organising b) Directing c) Controlling d) Planning
3. Instability of tenure of persons in an organization is harmful for _____.
a) Employees b) Organisations c) Both (a) & (b) d) None of the above
4. The principle of Division of work is concerned with:
a) Inefficiency b) Wastage c) Confusion d) Specialization
5. “New ideas will result in the development of more efficient methods than before to perform various tasks”, is an example of:
a) Principle of order b) Principle of unity of command
c) Principle of Unity of Direction d) Principle of Initiative
6. “The Trade Unions Act, 1926”, is an example of:
a) Legal Environment b) Political environment c) Free trade d) All of these
7. _____ lays down the foundation for the other functions of management.
a) Organising b) Directing c) Controlling d) Planning
8. Standard of living of the people and their consumption level is an example of:
a) Legal Environment b) Social environment
c) Economic environment d) Technological environment
9. Accountability flows _____.
a) Downward b) Upward c) Both (a) and (b) d) None of the above
10. Responsibility and _____ goes hand in hand.
a) Accountability b) Delegation c) Decision making d) Authority
11. A manager, by delegation:
a) Cannot shift his authority to the subordinate
b) Cannot shift his responsibility to the subordinate
c) Can Shift both the above
d) None of these
12. “The work process is of firing the employees for unsatisfactory called
a) Retirement b) Termination c) Both (a) & (b) d) None of these
13. What is shifting of employees from lower level to higher level posts is called?
a) Termination b) Transfer c) Extension of service d) Promotion
14. There are _____ elements of directing.
a) Two b) Three c) Four d) One

15. Under which category, are the needs for love, friendship and recognition are covered?

- a) Social Needs b) Physiological needs
- c) Safety needs d) Self-actualization

16. Controlling is exercised:

- a) When something goes wrong b) When the management desires
- c) Regularly d) All of the above

17. "Problems relating to coding and decoding of messages, incorrect use of words or incorrect interpretation of words" are examples of:

- a) Semantic barriers of communication
- b) Organizational barriers of communication
- c) Psychological barriers of communication
- d) None of the above

18. A business organization is producing three products- cloth, cars and chemical products.

The organization structure suitable for this type of organization is:

- a) Divisional structure. b) Functional structure
- b) Vertical structure d) None of the above

19. Which of the following is essential for leadership?

- a) Existence of followers b) Willing acceptance by followers
- c) Both (a) & (b) d) None of the above

20. Extension of service is a _____ of recruitment.

- a) Cheap and internal source b) Costly and internal source
- c) Cheap and external source d) Costly and external source

21. Professional institutes send their students to corporate sector for doing:-

- a) Orientation Training b) Apprenticeship training
- c) Internship d) Guidance and Counselling

22. "Increasing trends towards E-Commerce" is an example of:

- a) Economic Environment b) Technological environment
- c) Social environment. d) Political environment

23. A good plan should be:

- a) Flexible b) Expensive
- c) Biased d) Time consuming

24. Taylor focused his attention on:

- a) Shop floor b) Top level c) Middle level d) All the levels

25. The process which aims to attract suitable candidates to apply for available jobs is:

- a) Human Resource Planning b) Orientation c) Recruitment d) Selection

26. Recruitment takes place _____ selection.

- a) before b) after c) both a and b d) None of these

27. Communication is a:

- a) Two-way process b) One- way process c) Both (a) and (b) d) None of these

28. Which function of management is concerned with employing the right person on the right job?

- a) Planning b) Controlling c) Staffing d) Directing

29. Rest intervals in the job are decided by:

- a) Method Study b) Fatigue Study c) Motion Study d) Time Study

30. Which function of management ensures accomplishment of objectives as per plans?

- a) Co-ordination b) Controlling c) C-operation d) None of the above

31. Jagran, who was working in a big company resigned on the ground of “Lack of recognition and attention in the organization towards his work and performance”.

Identify the hierarchy need according to Maslow which was not satisfied for Jagran.

- a) Physiological need
- b) Safety need
- c) Social need
- d) Esteem need

32. Planning is the:

- a) First function of Management
- b) Insignificant function of management
- c) Last function of management
- d) None of above

33. Span of Management refers to:

- a) Number of managers
- b) Length of term for which a manager is appointed
- c) Number of subordinates under a superior
- d) Number of members in top management

34. “No smoking” is an example of:

- a) Goals
- b) Objectives
- c) Rules
- d) Policy

35. Fear of punishment creates?

- a) Positive motivation
- b) Negative motivation
- c) Both (a) and (b)
- d) None of above

36. Which type of organisation has no written rules and regulations?

- a) Formal Organisation
- b) Informal organisation
- c) Both (a) & (b)
- d) None of these

37. Written communication is suitable for conveying:

- a) Short messages
- b) Lengthy messages
- c) Emotions
- d) None of these

38. Internal source of recruitment for filling positions helps in :

- a) Finding fresh talent.
- b) Offering wider choice
- c) Motivating existing employees
- d) All of the above

39. Which element of Directing helps in inspiring subordinates to give their best to the Organisation?

- a) Motivation
- b) Planning
- c) Controlling
- d) Co-operation

40. Power is generally delegated:

- a) From top to bottom
- b) Bottom to top
- c) At same levels
- d) At different levels