



PUNNA International School

Shree Swaminarayan Gurukul, Zundal

HALF YEARLY (2020 - 21)

Student's Name:		Grade	XII Com	Roll No.	
Date:	08/09/2020 (Tuesday)	Time	3 hrs.	Subject	B. ST
Teacher's Sign.				Total Marks	80

Time allowed:

Maximum Marks: 80

General Instructions:

- All questions in both the sections are compulsory.
- Marks for questions are indicated against each question.
- Question Nos. 1 – 4 and 13 – 16 are very short-answer questions carrying 1 marks each. They are required to be answered in one sentence each.
- Question Nos. 5 – 6 and 17 – 18 are short-answer questions carrying 3 marks each. answers to them should normally not exceed 60 words each.
- Question Nos. 7 – 9 and 19 – 21 are also short-answer questions carrying 4 marks each. Answers to them should normally not exceed 70 words each
- Question Nos. 10 – 12 and 22 – 24 are long-answer questions carrying 6 marks each. Answers to them should normally not exceed 100 words each.
- Answers should be brief and to the point and the above word limits should be adhered to as far as possible.

Section – A

(8 Marks)

- Q1. Define Training.
- Q2. What is meant by Management?
- Q3. What do you understand by the term “Factory Gate”.
- Q4. Define Span of control.
- Q5. Name the concept which reduces the work load of a manager.
- Q6. What is Planning Premises?
- Q7. Explain Planning.
- Q8. List any two example of business environment.

Section – B

(3 X 5)15Marks

- Q9. “Management is intangible” Comment.
- Q10. Explain “Principle of order” with the help of one example.
- Q11. Define Political Environment.
- Q12. Name any three features of planning.
- Q13. Mention the elements of delegation.

Section - C

(4 X 6) 24Marks

- Q14. Explain any four purposes of Training.

- Q15. Distinguish Between internal and external sources of recruitment (only 4 points).
- Q16. What are the different components of staffing? Explain.
- Q17. Explain Centralization and Decentralization with the help of example.
- Q18. What do you understand by “Delegation of Authority”.
- Q19. Explain “Environment Scanning”.

Section – D

(3 X 5) 15Marks

- Q20. Explain any five limitations of Planning.
- Q21. Explain different dimensions of business environment.
- Q22. Illustrate the following principle with suitable example.
- Principle of equity
 - Principle of division of work
 - Principle of scalar chain

Section – E

(3 X 6) 18Marks

- Q23. Define the Staffing process and the various steps involved to it?
- Q24. Decentralization is an optional policy. Explain why an organization would choose to be decentralized.
- Q25. Explain Planning Process in detail.