

# **CBSE | DEPARTMENT OF SKILL EDUCATION**

## **BUSINESS ADMINISTRATION (SUBJECT CODE- 833)**

### **Class-XII (SESSION – 2021-22) MARKING SCHEME FOR FOR TERM-1**

**Max. Time Allowed 1½ Hours**

**Max. Marks: 35**

#### **General Instructions:**

1. Please read the instructions carefully.
2. This Question Paper is divided into 03 sections, viz., Section-A, Section-B and Section-C.
3. Section-A is of 05 marks and has 06 questions on Employability Skills.
4. Section-B is of 25 marks and has 30 questions on Subject specific skills.
5. Section-C is of 05 marks and has 07 Competency based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order.

#### **SECTION-A**

**Answer any 5 questions out of the given 6 questions on Employability Skills (1x5=5 Marks)**

1.	b). Making a to – to – do list	1
2.	c). Authoritative	1
3.	a). Normal view	1
4.	b). Evaluating	1
5.	c). Client Office Impress	1
6.	b). Paranoid	1

#### **SECTION-B**

**Answer any 25 questions out of the given 30 questions**

**(1x25=25)**

7.	a). Functional Foremanship	1
8.	b). Procedure	1
9.	b). Management is an activity	1
10.	a). Specialized body of knowledge	1
11.	b). Visual Communication	1
12.	c). It implies change in attitude	1
13.	d). Time consuming process	1
14.	b). Rule	1
15.	c). Management as a process	1
16.	a). Code of conduct	1
17.	a) From top to bottom	1
18.	b). Centralization & Decentralization	1

19.	b). Departmentalization	1
20.	c). Controlling	1
21.	b). It is more relevant at lower level management.	1
22.	a). Personal skill	1
23.	c). Political objective	1
24.	a). Tangible force	1
25.	b) Lower level	1
26.	a). Principle of Equity	1
27.	a). Specific	1
28.	c). To estimate a fair days work	1
29.	a). Observation and Experimentation	1
30.	d). Mechanical relationship	1
31.	a). Retention of decision making authority	1
32.	b). Divisional organization	1
33.	c). Putting right people in right job	1
34.	c). Promotion	1
35.	c). Both are essential	1
36.	b). Encoding	1

### SECTION-C

#### COMPETENCY BASED QUESTIONS

**Answer any 5 questions out of the given 7 questions**

**(1x5=5 marks)**

37.	d.) A is false but R is true	1
38.	a). Management is a dynamic function.	1
39.	d). Espirit de Corpse	1
40.	a). Formulating derivative plans.	1
41.	c). A is true but R is false	1
42.	a). See if unwilling female employees could be given assignments which do not require travel and involve less overtime.	1
43.	b). Estimating manpower requirements	1