



A. G. High School & G. & D. Parikh Higher Secondary School

Navrangpura, Ahmedabad - 9.

Preliminary Exam : 2010-11

Date : 05-01-11

Std. : 12

Marks : 100

Day : Wednesday

Sub. : Org. of Commerce

Time : 3 Hrs.

- Instructions :**
1. All questions are compulsory.
 2. Figures written opposite to questions indicate marks.
 3. Do as directed.

Section - A

Que. 1 to 10 are multiple choice questions. Write the letter A, B, C, D of the correct answer given under each question out of four options.

1. In which principle of Henry Fayol - "Key to Successful Leadership" is given ?
(A) Principle of Unity of Command (B) Principle of Authority & Responsibility
(C) Principle of Unity of Direction (D) Principle of Discipline
2. While delegating authority proportionally which elements are taken into account ?
(A) Person (B) Education
(C) Department (D) Responsibility
3. Simple wage system means the system in which _____
(A) more wages are earned (B) Normal wages are earned
(C) calculation can be understood (D) Wages are easily received
4. Supervisor is not controller but is _____
(A) manager (B) an educator
(C) a top official (D) Subordinate
5. _____ communication depends on human relations and friendship.
(A) Written communication (B) Oral communication
(C) Formal communication (D) Informal communication
6. Ideal control system, by providing direction to all divisions _____
(A) Co-ordinates them (B) gets the reports prepared
(C) gets the plan prepared (D) delegates the authority
7. Except raising of fund, using of fund, which other function is included in the scope of finance management.
(A) Re-investment of profit (B) Distributing of dividend
(C) Pay taxes (D) Distributing Income
8. Which organisation co-ordinates all organisation engaged in the work of consumer protection?
(A) C.C.C. (B) C.U.T.S.
(C) C.E.R.C. (D) C.G.S.I.
9. Controlling and giving a free rein to business and industry means _____
(A) Liberalisation (B) Privatisation
(C) Globalisation (D) Mixed economics
10. To give recognition to these trade-union is a _____ of business.
(A) legally (B) socially
(C) political (D) cultural

(P.T.O.)

Section - B

Answer the following question nos. from 11 to 20 in one or two sentence. (10)
(1 mark each)

11. Why excessive level in the organisation should be avoided ?
12. What is tandard time & standardised task ?
13. How time & motion study increases the productivity of business ?
14. Explain the term : Accountability, Strategy
15. Give reasons of 'dimissal' ?
16. What is stating principle of trustsheel of Gandhiji about consumer ?
17. After liberlisation and globalisation, which sector has increased employment opportunities.
18. Give full form of : MRTP, GATT
19. When did the acceptance of the human rights announcement was done and by whom ?
20. What is the basic difference between ethical and legal regulation ?

Section- C

Questions 21 to 35 are short questions. Each question carries 2 marks. (30)
Give answer in limit of 30 words.

21. "Knowledge is Power" is not completely true. Infact "applied knowledge is power". Explain this statement.
22. "Management as a Science & Art" - Explain.
23. Which issues are important for the success of Co-ordination ?
24. Explain the advantages of Scientific management ?
25. Explain in short characteristics of planning.

OR

Explain the elements (Components) of Planning.

26. Explain the characteristics of budgetting.
27. "Informal organisation is a shadow of formal organisation" - Explain.
28. Transfer is not a purutive action.

OR

Bringout clearly the difference between 'training' and 'development.'

29. Explain the elements of an ideal Wage System.
30. Which matters should be taken into account before giving incentive to any worker ?
31. How geographical limits are removed by Communication.
32. Which matters are included in human right relating to independence ?
33. While making purchases, information of what matters should consumer insist for ?
34. "Growth of business is contineous and dynamic flow" - Explain
35. Essentiality of a profession / business ethics ? Explain.

Section - D

Question No.36 to 45 are short questions. Each question carries 3 marks. (30)
Give answer in limits of 50 words.

36. Explain the meaning and importance of "Staffing".
37. Clarify the difference between 'Time-Wage' and 'Piece-Wage' system. (Four Points)
38. Explain the meaning of leadership and discuss its characteristics.

OR

Explain the importance of motivation.

39. "Management without reporting is like an army without ammunition" - Explain.
40. "Takers are more, but listeners are few" - Explain this statement.
41. "Control is the yardstick of efficiency and corrective too" - Explain.
42. Human Resource Management includes personnel management but personnel management does not mean Human Resource Management.
43. Production planning is a pre-condition of production control.
44. What is Marketing - Mix ?
45. Legal regulations will become unnecessary if businessmen follow ethics.

Section - E

Que.46 to 49 are long questions. Each question carries 5 marks. (20)
Give answer within limit of 100 words.

46. Define Planning and describe its stages.

OR

Describe the benefits and limitations of budgeting.

47. Give the meaning of "Organisation" and explain its formation.

OR

Explain functional organisation with graph.

48. Discuss in details the external sources of recruitment.

OR

Give the meaning of 'Selection' and discuss its procedure.

49. Give details about Consumer rights.

OR

Give an idea about the responsibilities of a Consumer.

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