

# Royal Higher Secondary School (E.M.)-Dhoraji

Subject: O.C.M. (B. A.)

First Semester Exam -2024

Date: 19/10/2024

Standard: 12

Marks: 100

Chapter: 1 to 8

Exam Time: 3 Hours

## Section - A

►Choose the correct option from the given options of 1 to 20 objective questions below and write the answer. (1 mark each) (20)

01. Who are included in top level management?

- A. Experts                      B. Workers                      C. Departmental heads                      D. Board of Directors

02. Which of the following is the function of marketing management?

- A. Distribution of Income                      B. Production                      C. Product mix                      D. Use of finance

03. If employee does not get appropriate compensation then what arises?

- A. Labour turnover                      B. Promotion of labour                      C. Absence of labour                      D. Decline of labour

04. Who was the founder of principle of management by objective?

- A. P. F. Drucker                      B. F. W. Taylor                      C. Henry Fayol                      D. Max Weber

05. Decisions and strategies are decided by management for accomplishment of objectives are known as .....

- A. Programmes                      B. Policies                      C. Rules                      D. Budgets

06. What is the first step of planning process.

- A. Define objectives.                      B. Clarifying planning premises  
C. Preparing alternatives                      D. Formation of a subsidiary plan

07. Organization framed with the mixture of project structure and general structure is called a/an.....

- A. matrix organization                      B. linear organization  
C. functional organization                      D. informal organization

08. The network framed naturally by human relations is called a/an.....

- A. informal organization                      B. linear organization                      C. formal organization                      D. matrix organization

09. .... is the second step after recruitment.

- A. To give a promotion      B. Selection      C. Training      D. Transfer

10. The procedure up to obtaining candidates' application is .....

- A. recruitment function      B. ordinary function      C. advertisement function      D. selection function

11. The main function of Human Resource Management is .....

- A. increase in sales      B. man power planning      C. quality control      D. production

12. In which form is informal communication carried out?

- A. Oral      B. Written and Oral      C. Written      D. Formal

13. Which among the following is needed for the existence of leadership?

- A. Planners      B. Managers      C. Supervisor      D. Sub-ordinates

14. Which is the first need as per Maslow's hierarchy of needs?

- A. Physical needs      B. Safety needs      C. Social needs      D. Esteem needs

15. Controlling is not a/an..... process.

- A. internal      B. rigid      C. dynamic      D. continuous

16. .... is the last function of management.

- A. Planning      B. Organization      C. Staffing      D. Controlling

17. Which is not the function of controlling?

- A. Progress of activities      B. Comparison with set standards  
C. Determining objectives      D. Getting information about deviations

18. Excess of current assets over current liabilities means

- A. positive working capital      B. negative working capital  
C. equilibrium working capital      D. gross working capital

19. Which statement is true with reference to fixed capital ?

- A. Invested up to 5 years in business  
B. Components include debtors, bills receivable, bank balance, etc.  
C. The ratio of liquidity is less  
D. Investment can be withdrawn easily

20. From which capital is dividend paid?

- A. Paid-up Capital      B. Authorized Capital      C. Called-up Capital      D. Working Capital

### **Section - B**

► **Answer the following 21 to 30 questions in one sentence or two. (1 mark each)** (10)

21. What is management?
22. Give the full form : M.B.A.
23. What is time study?
24. When is the principle of 'Look and Leap' adopted? (March 2018)
25. What is a matrix organization?
26. State the reasons for recruitment.
27. Why is it necessary to measure performance?
28. With which functions of management is planning closely related?
29. What does capital structure consist of?
30. With whom foreign investment institution has to register itself?

### **Section - C**

► **Write short answers to any 13 (thirteen) questions out of 17 questions numbered 31 to 47 below. (2 marks each)** (26)

31. "Working capital means circulating capital in business." – Explain.
32. What is production cycle?
33. "Planning is the father of controlling." Explain.
34. "Controlling is a continuous process." Explain.
35. Explain formal communication in short.
36. What do you mean by motivation?
37. A supervisor's work is similar to that of a teacher "Explain the statement.
38. Give the meaning of training.
39. State the differences between recruitment and selection.
40. "Formal and Informal Organisations are Complementary to each other." – Explain.
41. "Organising is Body and Planning is a Brain of Business Enterprise" – Explain.
42. What is the need of strategy?
43. "Planning is an expensive process." Why?
44. What is scientific management?
45. What is 'Rule of Thumb'?
46. How does management benefit the society?
47. "Finance is the life blood of a business". Explain.

### **Section - D**

►Write the answers to any 08 (eight) questions out of the 12 (24) questions numbered 48 to 59 below. (3 marks each)

48. Distinguish between Fixed capital and Working capital.

49. Explain the objectives of financial management.

50. “Planning and controlling are two sides of the same coin. “Explain. (March 2018)

51. Explain any six points of importance of controlling (March 2018)

52. “Training is expensive but its absence is more so.” Explain the statement.

53. Discuss the external sources of recruitment

54. Write a note on Matrix Organisation.

55. Discuss the importance of planning.

56. Discuss about importance of the principles of management.

57. What are the functions of financial management?

58. Explain: Management as a profession

59. Explain six factors affecting working capital. (March 2018)

### **Section - E**

►Write detailed answers to any 04 (four) questions out of 06 questions from question number 60 to 65 given below. (5 marks (20) each)

60. Explain the importance of financial management

61. Explain in detail the various stages of the controlling process.

62. Explain the Maslow’s hierarchy of needs with diagram.

63. Clarify the meaning of recruitment and explain its internal sources. (March 2018)

64. Explain steps for the process of organisation.

65. Give the definition of planning and explain its process.