

Business Studies Previous Year Paper

Q1. Which of the following are the importance of Planning?

- (A) Planning provides direction
- (B) Planning reduces overlapping and wasteful activities
- (C) Planning promotes innovative ideas
- (D) Planning reduces the risk of certainty

Choose the correct answer from the options given below:

- (a) (A), (B) and (D) only
- (b) (A), (B) and (C) only
- (c) (A), (B), (C) and (D)
- (d) (B), (C) and (D) only

Q2. Match List-I with List-II

List-I	List-II
Management Function	Description
(A) Planning	(I) Supervising employees
(B) Organising	(II) Directly related to primary function
(C) Directing	(III) Primary Function
(D) Controlling	(IV) Assigning of work

Choose the correct answer from the options given below:

- (a) (A) - (III), (B) - (I), (C) - (II), (D) - (IV)
- (b) (A) - (II), (B) - (III), (C) - (I), (D) - (IV)
- (c) (A) - (I), (B) - (II), (C) - (IV), (D) - (III)
- (d) (A) - (III), (B) - (IV), (C) - (I), (D) - (II)

Q3. Which among the following concept serves as a benchmark towards which an organization strives to work?

- (a) Positive Deviation
- (b) Negative Deviation
- (c) Performance Standards
- (d) Actual Performance

Q4. Which organizational structure consists of separate business units?

- (a) Divisional Structure
- (b) Functional Structure
- (c) Vertical Structure
- (d) Informal Structure

Q5. Who emphasized that there should be complete harmony between the management and the workers?

- (a) F W Taylor
- (b) Henry Fayol
- (c) Abraham Maslow
- (d) Harold Koontz

Q6. Arrange the following stages of the communication process in the correct sequence.

- (A) The message that is intended to be communicated is converted into words.
- (B) A person wants to send a message to his friend.
- (C) The words that are to be conveyed in the message are converted into symbols.
- (D) The message is sent as SMS

Choose the correct answer from the options given below:

- (a) (B), (A), (C), (D)
- (b) (A), (B), (C), (D)
- (c) (B), (A), (D), (C)
- (d) (C), (B), (D), (A)

Q7. Arrange the following steps of Planning Process in a correct sequence.

- (A) Evaluation of alternatives
- (B) Search for alternative
- (C) Determining Planning premises
- (D) Selection of an alternative

Choose the correct answer from the options given below:

- (a) (C), (B), (A), (D)
- (b) (A), (B), (C), (D)

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(c) (B), (A), (D), (C)

(d) (C), (B), (D), (A)

Q8. Arrange the following in the correct sequence of controlling process.

(A) Measurement of Actual Performance against Standards and their Comparison

(B) Establishment of Goals and Standards

(C) Corrective Action

(D) Using Critical Point Control and Management by Exception while analyzing the deviations

Choose the correct answer from the options given below:

(a) (A), (B), (D), (C)

(b) (A), (B), (C), (D)

(c) (B), (A), (D), (C)

(d) (C), (B), (D), (A)

Q9. Match List-I with List-II

List-I	List-II
Fayol' Principle	Purpose
(A) Division of Work	(I) To produce more and secure better performance with the same effort.
(B) Order	(II) To emphasize the need for teamwork.
(C) Equity	(III) To ensure everything is at its appointed place.
(D) Esprit de corps	(IV) To promote equality of treatment while dealing with people.

Choose the correct answer from the options given below:

(a) (A) - (II), (B) - (III), (C) - (I), (D) - (IV)

(b) (A) - (I), (B) - (III), (C) - (IV), (D) - (II)

(c) (A) - (I), (B) - (II), (C) - (IV), (D) - (III)

(d) (A) - (III), (B) - (IV), (C) - (I), (D) - (II)

Q10. What is the full form of EBIT?

(a) Earning Before Income Tax

(b) Earning Before Interest and Tax

(c) Expense Before Income and Tax

(d) Expenses Before Interest and Tax

Q11. Identify the importance of organising, from the options given below:

(A) Facilitates Administration

(B) Facilitates Growth and Diversification

(C) Facilitates optimum use of resources

(D) Facilitates adaptation to change

Choose the correct answer from the options given below:

(a) (A), (B) and (D) only

(b) (A), (B) and (C) only

(c) (A), (B), (C) and (D)

(d) (B), (C) and (D) only

Q12. Which of the following is not a characteristic of a good brand name?

(a) Distinctive

(b) Technical jargon

(c) Short and Simple

(d) Sufficiently versatile

Q13. Which of the following does not highlight the importance of controlling?

(a) To verify whether the standards set are accurate and objective

(b) To initiate action by people in the organization towards attainment of desired objectives

(c) To facilitate coordination in action

(d) To ensure an environment of order and discipline

Q14. _____ bridges the gap from where we are, to where we want to go by deciding in advance what to do, when to do, and who is to do it.

(a) Management

(b) Organising

(c) Planning

(d) Controlling

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Q15. "Just take the universe, subtract from it the subset that represents the organisation, and the remainder is:"

- (a) Environment
- (b) Management
- (c) Planning
- (d) Business

Q16. Which of the following does not represent the nature of management?

- (a) Management is a group activity
- (b) Management involves decision making
- (c) Management is dynamic activity
- (d) Management is a tangible force

Q17. Which of the following are the correct statements in the context of controlling?

- (A) Controlling is a function that brings back the management cycle back to the planning function.
- (B) Controlling helps in the formulation of future plans.
- (C) Controlling is only backward looking function.
- (D) Controlling is a pervasive function.

Choose the correct answer from the options given below:

- (a) (A), (B) and (D) only
- (b) (A), (B) and (C) only
- (c) (A), (B), (C) and (D)
- (d) (B), (C) and (D) only

Q18. It is difficult to understand the impact of social, economic, political or legal factors on change in demand of a product in the market. Which feature of the business environment is indicated here?

- (a) Relativity
- (b) Uncertainty
- (c) Inter-relatedness
- (d) Complexity

Q19. Arrange the following in the correct sequence of the organizing process.

- (A) Grouping the activities into workable units
- (B) Workers are placed under the charge of an individual
- (C) Identification and classification of activities
- (D) Establishing a hierarchical structure and making provision for effective coordination

Choose the correct answer from the options given below:

- (a) (A), (C), (B), (D)
- (b) (C), (A), (B), (D)
- (c) (B), (A), (D), (C)
- (d) (C), (B), (D), (A)

Q20. Management has to adapt itself to the changing environment. Which feature of management is discussed here?

- (a) Intangible
- (b) Pervasive
- (c) Continuous
- (d) Dynamic

Q21. Match List-I with List-II

List-I	List-II
(A) Brand	(I) Provides legal protection against its use by other firms.
(B) Brand Name	(II) Used for identification of product
(C) Brand Mark	(III) It is the verbal component which is spoken to identify the product.
(D) Trade Mark	(IV) It is recognized from a symbol or design but can not be spoken.

Choose the correct answer from the options given below:

- (a) (A) - (IV), (B) - (II), (C) - (III), (D) - (I)
- (b) (A) - (III), (B) - (II), (C) - (I), (D) - (IV)
- (c) (A) - (I), (B) - (II), (C) - (IV), (D) - (III)
- (d) (A) - (II), (B) - (III), (C) - (IV), (D) - (I)

Q22. Which type of plan is a combination of objectives, policies, procedure, rules etc?

- (a) Budget
- (b) Programme

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(c) Strategy

(d) Method

Q23. Which of the following are correct statements regarding leadership?

(A) Influences behaviour of people

(B) Helps in handling conflicts

(C) Conforms that actual performance meets standards.

(D) Helps in introduction of required changes

Choose the correct answer from the options given below:

(a) (A), (B) and (D) only

(b) (A), (B) and (C) only

(c) (A), (B), (C) and (D)

(d) (B), (C) and (D) only

Q24. Which of the following is not a function of management?

(a) Planning

(b) Controlling

(c) Cooperating

(d) Staffing

Q25. Match List-I with List-II

List-I	List-II
(A) Right to be heard	(I) To be protected against hazardous goods
(B) Right to Consumer Education	(II) Setting up a consumer grievance cell for the redressal of consumer complaints.
(C) Right to seek redressal	(III) Being aware about the rights and reliefs available in case of problems with a product or service
(D) Right to Safety	(IV) Providing relief to consumers in the form of replacement of a product or in the form of compensation.

Choose the correct answer from the options given below:

(a) (A) - (III), (B) - (II), (C) - (I), (D) - (IV)

(b) (A) - (II), (B) - (III), (C) - (IV), (D) - (I)

(c) (A) - (I), (B) - (II), (C) - (IV), (D) - (III)

(d) (A) - (III), (B) - (IV), (C) - (I), (D) - (II)

Q26. _____ can be defined as a process that initiates implementation of plans by clarifying jobs and coordinating human efforts.

(a) Planning

(b) Organising

(c) Directing

(d) Controlling

Q27. _____ may be described as an attractive economic idea which could be implemented to create a business, earn profits and ensure further growth.

(a) Creativity

(b) Business enterprise

(c) Business Opportunity

(d) Entrepreneurial Effort

Q28. Which of the following is a semantic barrier in communication?

(a) Rules and Regulation

(b) Distrust

(c) Technical Jargon

(d) Complex organizational structure

Q29. Match List-I with List-II.

List-I	List-II
Features of Business Environment	Example
(A) Relative	(1) Difficult to comprehend which factor is responsible for the increase in demand of a product.
(B) Complex	(II) Difficult to predict future development in Information Technology.

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(C) Dynamic	(III) Demand of Saree is more in South India than that of North India.
(D) Uncertain	(IV) Fast Technological upgradation and rising competition

Choose the correct answer from the options given below:

- (a) (A) - (III), (B) - (I), (C) - (IV), (D) - (II)
- (b) (A) - (I), (B) - (II), (C) - (III), (D) - (IV)
- (c) (A) - (I), (B) - (II), (C) - (IV), (D) - (III)
- (d) (A) - (III), (B) - (IV), (C) - (I), (D) - (II)

Q30. Identify from the options given below which is not a function of marketing?

- (a) Analysing Market Information
- (b) Marketing Planning
- (c) Capital Structuring
- (d) Promotion

Q31. Which of the following is NOT an importance of consumer protection?

- (a) Consumer ignorance
- (b) Social responsibility
- (c) Moral justification
- (d) Organised consumers

Q32. _____ makes diverse elements and sub-systems of an organisation to work harmoniously towards the realization of common objectives.

- (a) Cooperation
- (b) Coordination
- (c) Directing
- (d) Controlling

Q33. Which of the following statement does not represent a feature of leadership?

- (a) Leadership indicates ability of an individual to influence others.
- (b) Leadership indicates interpersonal relations between leaders and followers.
- (c) Leadership is a continuous process.
- (d) Leadership tries to restrict change in the behaviour of others.

Q34. Savitri is biased towards her female subordinates when it comes to solving the conflicts among the employees. Which principle is being violated here?

- (a) Order
- (b) Equity
- (c) Discipline
- (d) Span of control

Q35. Which of the following is not an element of directing function of management?

- (a) Motivation
- (b) Supervision
- (c) Centralisation
- (d) Leadership

Q36. Which of the following is NOT the suggested ways or means of consumer protection?

- (a) Self-regulation by Business
- (b) Consumer protest
- (c) Consumer Awareness
- (d) Government

Q37. Identify the concept which implies "a desire to accomplish something difficult"?

- (a) Need for Affiliation
- (b) Need for Power
- (c) Need for Achievement
- (d) Need for Autonomy

Q38. Which of the following are the communication barriers?

- (A) Inverted U
- (B) Semantic
- (C) Psychological
- (D) Organisational

Choose the correct answer from the options given below:

- (a) (A), (B) and (D) only

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- (b) (A), (B) and (C) only
- (c) (A), (B), (C) and (D)
- (d) (B), (C) and (D) only

Q39. Which of the following factor do not affect the price determination of a product?

- (a) Product cost
- (b) Extent of competition
- (c) Utility and Demand of the product
- (d) Sales of the product

Q40. Sandhya, the Plant Supervisor, found that there were many unnecessary movements while doing a job which could be eliminated. Which technique can be used to solve the problem?

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

Comprehension:

Directions (41 – 45) Read the following passage carefully and answer the given questions.

Apex Solutions, a mid-sized technology firm, recently embarked on a mission to expand its workforce due to increased demand for its services. The company's staffing process began with workforce planning, identifying the need to hire 30 new employees across various departments, including software development, sales, and customer support. The HR team outlined the required qualifications, experience levels, and skill sets for each role.

The recruitment phase involved a mix of strategies. Apex Solutions posted job advertisements on popular job boards and their company website. They also leveraged employee referrals and collaborated with a recruitment agency to attract a diverse pool of candidates. Within two weeks, they received over 500 applications.

The selection process was meticulously designed to ensure the best fit. Initial screening eliminated candidates who didn't meet the basic criteria. Shortlisted candidates underwent online aptitude tests and technical assessments. The top performers were invited for panel interviews, where their problem-solving abilities, technical expertise, and cultural fit were evaluated.

Finally, background checks and reference verification were conducted for the selected candidates.

By following a structured staffing process, Apex Solutions successfully hired 30 new employees who aligned with the company's strategic goals. This approach minimized hiring errors and enhanced team productivity.

Q41. Which recruitment strategy was not used by Apex Solutions?

- (a) Job Boards
- (b) Employee Referrals
- (c) Campus recruitment
- (d) Recruitment agencies

Q42. Which phase involves generating a pool of candidates?

- (a) Recruitment
- (b) Selection
- (c) Workforce planning
- (d) Onboarding

Q43. What was the first step in Apex Solutions' staffing process?

- (a) Recruitment
- (b) Workforce planning
- (c) Selection
- (d) Onboarding

Q44. What is one benefit Apex Solutions achieved through their staffing process?

- (a) Increased hiring errors
- (b) Higher employee turnover
- (c) Reduced strategic alignment
- (d) Enhanced team productivity

Q45. What was the final step in the selection process at Apex Solutions?

- (a) Conducting interviews
- (b) Screening application
- (c) Background checks and reference verification
- (d) Technical assessments

Comprehension:

Directions (46 - 50) Read the following passage carefully and answer the given questions.

ABC Manufacturing Ltd., a mid-sized company, is planning to expand its operations by setting up a new production facility. The financial planning team estimates the project cost at \$10 million. The company's finance manager must decide how to fund this project and evaluate its profitability.

The finance team forecasts future cash flows, determining that \$6 million can be sourced internally through retained earnings. They prepare a financial budget aligning expected inflows and outflows with the company's goals.

The finance manager evaluates options for the remaining \$4 million, including issuing equity or taking a bank loan. After analyzing interest rates and dilution of ownership, they decided to issue long-term debt at a 5% interest rate.

A detailed capital budgeting process is conducted. Using Net Present Value (NPV) and Internal Rate of Return (IRR), the project shows an NPV of \$2 million and an IRR of 18%, higher than the company's hurdle rate of 12%. The investment is approved.

Post-debt issuance, the company's capital structure becomes 60% equity and 40% debt, maintaining an optimal balance to minimize the cost of capital.

The company plans to allocate funds for raw materials, labor, and inventory to ensure smooth operations. Efficient working capital management will reduce bottlenecks during the initial phases of production.

Q46. Which of the following ensures smooth operations in production?

- (a) Long-term debt
- (b) Working capital management
- (c) Capital budgeting
- (d) Financial leverage

Q47. What was the source of internal funding for ABC Manufacturing Ltd.?

- (a) Debt issuance
- (b) Equity sale
- (c) Retained earnings
- (d) Working capital loans

Q48. What is an optimal capital structure for ABC Ltd.?

- (a) 100% Equity
- (b) 100% Debt
- (c) A mix of debt and equity to minimize cost of capital
- (d) Equal proportion of debt and equity

Q49. Why is financial planning crucial for expansion?

- (a) It aligns resources with company goals.
- (b) It eliminates costs.
- (c) It ensures zero debt in the capital structure.
- (d) It guarantees profit maximization

Q50. In the context of ABC Manufacturing Ltd., the basic requirement of financial planning is to:

- (a) Prepare annual reports
- (b) Forecast financial needs to ensure availability of funds.
- (c) Auditing accounts
- (d) Managing inventories