

V.V.M's
R. M. Salgaocar Higher Secondary School.
Margao - Goa.
MID TERM TEST, AUG. 2024

STD: XII (OM)

MAX. MARKS: 20

DATE:08/08/2024 SUB: BUSINESS ADMINISTRATION

DURATION: 1hr

INSTRUCTIONS:

- i. All questions are compulsory.
- ii. There are four sections in the question paper section A,B,C&D.
- iii. Section A consists of two multiple choice questions, one question to be answered in a word, phrase or figure and one question to be answered in a sentence.
- iv. Section B consists of three questions of two marks each to be answered in 20-30 words.
- v. Section C consists of two questions of three marks each to be answered in

SECTION - A

1. Employees who channelize all efforts in the directions of aims and objectives to be achieved in life are called _____ (1)
 - a) Leisure culture.
 - b) Work culture.
 - c) Time culture.
 - d) Worth culture.
2. In storekeeping maintaining proper records with regard to receipt and issue of materials done by _____ (1)
 - a) Accounting section.
 - b) Receiving section.
 - c) Issue section.
 - d) Storage section.
3. Employees who are called passangers, who attend the office and sign in muster, take lunch and tea break sincerely. (1)
4. Who are Ex-servicemen? (1)

SECTION - B

5. Explain any two features of work culture. (2)
6. Explain any two internal sources of recruitment. (2)
7. Distinguish between centralized and decentralized storage. (2)

SECTION-C

8. Explain any three modern methods of recruitment. (3)
9. State any three functions of storekeeping. (3)

SECTION - D

10. Explain the four reasons behind entertainment marketing. (4)