## SET 3

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			MARKING SCHEME – 2016-17 BUSINESS STUDIES COMPTT. OUTSIDE DEL HI 66/3	DISTRIBUTIO N OF MARKS
66/1	66/2	66/3	OUTSIDE DELHI – 66/3 EXPECTED ANSWERS / VALUE POINTS	
8	3	1	Q. On the introduction of 'Goods and Services Tax Act',	
			experts in the field of business started analysing and	
			forecasting its impact on various sectors and industries.	
			Arun, an established businessman, attended a few	
			seminars and conferences organised by such experts to	
			familiarize himself with this information. He wanted to use these forecast and conjectures to reduce the	E
			uncertainty in making decisions for the future in his	3.
			business.	
			Name the step in the planning process that is being	FOLL
			discussed in the above paragraph.	1 mark
			Ans. Developing Premises	
	,		Ans. Developing Premises.	
	1		O Have de main sin les ef mesmadent ant muscuide mesma anche	
3	1 1	2	Q. How do principles of management provide managers with useful insights in real world situations? State.	
	,	1	with useful misights in teal world situations. State.	1 mark
			Ans. Principles of management provide useful insights into	
			reality by enabling the managers to learn from past mistakes	
			and conserve time by solving recurring problems quickly.	
4	2	3	Q. Seema, a student of management likes to relate what she learnt in class to real life situation. She observed	
			many situations while watching educational programmes	
			on television that reminded her the concepts of Scientific	
			Management. In one such programme, factories	
			manufacturing components for products like automobiles,	
			computers and mobile phones were shown.	
			Name the concept of Scientific Management that should be adhered to, while manufacturing components for such	
			products.	
			products.	
			Ans. Standardisation and Simplification of work.	
				1 mark
1 -	i			



			Ans. Leadership is the process of influencing the behaviour of people by making them strive voluntarily towards achievement of organisational goals.	1 mark
2	4	5	Q. Amar, the marketing manager of Narmada Garments Ltd. allows the salesmen working under him to freely express their frank opinion and feelings regarding work related matters before him. Identify the organisational barrier to communication that has been overcome because of Amar's behaviour.  Ans. Status.	1 mark
			Ans. Status.	1 IIIAI K
		6	Ans. Treasury bill It is an instrument issued by Reserve Bank of India on behalf of the Central government to meet its short term requirements of funds. It is highly liquid, has an assured yield and negligible risk of default.	1 mark
	-	7	Q. How does 'availability of raw material' affect the working capital requirement of an enterprise? State.  Ans. Availability of raw material affects the working capital requirement of an enterprise as free and continuous availability of raw materials enables the firms to keep lesser stock and hence work with smaller working capital.	1 mark
	5	8	Q. Satvikis the finance manager of Mars Ltd. He is facing difficulty in deciding the amount of profit earned by the company that should be distributed as dividend to the shareholders. In the current year the company earned high profit. However, Satvik thinks that it is better to declare higher dividend as he is sure about the earning potential of the company in the coming years.  Name the factor that affected Satvik's choice regarding dividend decision.  Ans. Stability of dividend.	1 mark
10	11	9	Q. Explain the following methods of training: (i) Vestibule Training; and (ii) Internship Training.	



			<ul> <li>Ans. (i) Vestibule Training</li> <li>It is a method of training which is imparted with the help of equipments&amp; machines identical to those at the place of work.</li> <li>The training is conducted away from actual work floor and is generally used where the employees are required to handle sophisticated machinery.</li> <li>(ii)Internship Training</li> <li>Internship Training is a joint programme of training between educational institutions and business firms.</li> <li>Besides carrying out regular studies, the trainees also work in some factory or office to acquire practical knowledge and skills.</li> </ul>	1 ½ marks  + 1 ½ marks  = 3 marks
13	9	10	Q. After completing her studies in product design, Sarah wishes to start her own business to design products to cater to the mobility and communication requirements of	latform platform
			Ans. Planning.  Steps in the process of Planning are:  (i) Developing Premises which involves making assumptions about future, upon which plans are to be withdrawn.  (ii) Identifying alternative courses of action which may be used to achieve the set objectives.  (iii) Evaluating alternative courses of action and selecting the best alternative which involves scrutinizing the feasibility and consequences of each alternative before a choice is made.  (iv) Implementing the plan which involves seeing whether plans are put into action.  (v) Follow up which involves seeing that activities are performed according to plans.	½ mark for identification  n + (½ mark for each step = ½ x 5 = 2 ½) =



			· ·	has not written the step ee, ½ mark be deducted.	· - I	$\frac{1}{2} + 2 \frac{1}{2}$ = 3 marks
9	13	11	Q. State any this recruitment.	ree limitations of extern	al sources of	
			(i) It may lead to as they may feel (ii) It is a length and applications (iii) It is a costly advertisement at	dissatisfaction among entrances of protest that their chances of protest as the vacancies received before selection process as a lot of mone and processing of applications given only the heading entrance awarded)	existing employees omotion are reduced. es have to be notified in. ey is spent on tions.	1 mark for each statement  = 1 x 3 = 3 marks
-	-	12	Q. Differentiate Market' on the	between 'Capital Mar basis of:	ket' and 'Money	Seorm.
			(ii) Instruments (iii) Safety.  Ans. Difference  Basis  1. Participants  3. Safety	between Capital Market Capital Market The participants are financial institutions, banks, corporates, foreign investors and retail investors. Instruments traded are shares, debentures and bonds.  Capital market securities are riskier than money market instruments.	Money Market The participants are RBI, financial institutions, banks, corporates,  Instruments traded a treasury bill, commercial paper, certificates of deposi call money and commercial bill,  Money market securities are comparatively safer.	
11	10	13	furniture. They reputed brands	deals in the sale of states source the finished prowho give them four to	ducts from six months credit.	
				ease in the demand for ng to sell these items als	**	



16	15		have decided to join hands with a Japanese electronic goods manufacturer, to open sales outlets throughout India.  State any three factors affecting working capital requirement of Miracle Ltd. other than the factors discussed above.  Ans. Factors which affect the requirements of working capital are: (Any three)  (i) Business cycle as in case of boom, larger working capital is required as the sales and production are more.  (ii) Seasonal factors as peak season requires higher working capital than lean season due to higher level of activity.  (iii) Production Cycle as working capital requirement is higher in firms with longer processing cycle.  (iv) Credit allowed to customers results in higher amount of debtors, increasing the working capital requirement.  (v) Operating efficiency as firms managing their raw materials efficiently require lesser working capital.  (vi) Free and continuous availability of raw materials enables the firms to keep lesser stock and hence work with smaller working capital.  (vii) Higher Growth prospects will require larger amounts of working capital so that the firm is able to meet higher production and sales targets  (viii) Level of competition as higher competition requires larger stocks to meet urgent orders from customers and thus higher working capital.  (ix) Inflation increases the working capital requirements as larger amount of money is required to maintain a constant volume of production and sales.  (If an examinee has given only the heading, ½ mark for each heading should be awarded)	1 mark for each statement  = 1 x 3 = 3 marks
		14	manufacturer of herbal and ayurvedic medicines and grocery products has captured a large share of the market in a short span of time. The Research and Development (R & D) department of the company spends considerable time and effort in developing eco-friendly, chemical-free and healthy alternatives for a variety of products of daily use, from toothpaste to biscuits, instant noodles to soaps, shampoos and detergents etc. Their	



		business orientation differs from competitors who are short-sighted and want to maximize profit by maximizing sales. Instead Vindhya Ayurved considers maximization of profit by understanding needs and wants of customers in the target market and development of products or services for satisfying such needs and wants.  (i) Identify and explain the marketing management philosophy adopted by Vindhya Ayurved Ltd.  (ii) State any two values that are being promoted by the company.  Ans.(i) Marketing philosophy.  Marketing philosophy implies that focus on satisfaction of customer's needs is the key to the success of any organisation in the market. It assumes that in the long run an organisation can achieve its objective of maximisation of profit by identifying the needs of its present and prospective buyers and satisfying them in an effective way.  (ii) Values that are being promoted by the company are:(Any two)  (a) Fulfilling social responsibility/ Concern for the society (b) Concern for health (c) Sensitivity towards the environment.	½ mark for identifying + 1½ mark for its explanation = 2 marks + 1 mark for each value = 1 x 2 = 2 marks = 2+2 = 4 marks
14	19 15	Q. Reema is one of the most successful managers of her company, Globe Ltd. She knows that the principles of management are intended to apply to all types of organizations, business as well as non-business, small as well as large, public sector as well as private sector.  (i) One of the points related to the nature of management principles is being highlighted in the above description. Identify the point.  (ii) Explain any three other points of the nature of principles of management other the one identified above.  Ans. (i) Universal applicability  (ii) Nature of principles of management: (Any three)  (a) General guidelines.  (b) Formed by practice and experimentation.  (c) Flexible.  (d) Mainly behavioural.  (e) Cause and effect relationship.	1mark  + (½ mark for naming the point + ½ mark for its explanation = 1 x 3



7				
			(f) Contingent	= 2 ()
				3 marks)
				1_2
				1=3
1 =	1.0	1.0		4 marks
	16	16	Q. Mr. Raman is the human resource manager of Shanti Hospital in Nellore. He has to appoint nurses for the hospital. For this he has conducted preliminary interviews. Since patients in the hospital are of different types, he has also conducted tests to find out the candidates' maturity and emotions in dealing with the patients. He has also conducted tests to know about the candidates' ability to take decisions.  Explain the remaining steps that Mr. Raman should take to complete the selection process.  Ans. Remaining steps that Mr. Raman should take to complete the selection process are:	½ mark for naming each step
			(i) Employment interview and Reference and background checks.  (ii) Selection decision.  (iii) Medical examination.  (iv) Job offer and Contract of employment.  (if an examinee has not written the steps in correct sequence, ½ mark be deducted.)  (If an examinee has not given the headings as above but has given the correct explanation, full credit should be given)	/2 mark for its explanation = 1 x 4 = 4 marks
-		17	Q. State any four advantages of formal organisation.	
			<ul> <li>Ans. Advantages of Formal organisation: (any four)</li> <li>(a) It is easier to fix responsibility since mutual relationships are clearly defined.</li> <li>(b) It avoids duplication of effort since there is no ambiguity in the role that each member has to play.</li> <li>(c) It maintains unity of command through an established chain of command</li> <li>(d) It leads to accomplishment of goals by providing a framework for the operations to be performed.</li> <li>(e) It provides stability to the organisation because there are specific rules to guide behaviour of employees.</li> </ul>	1 mark for each statement  = 1 x 4 = 4 marks



			(If an examinee has given only the heading, ½ mark for the heading should be awarded)	
-		18	Q. Explain 'Critical Point Control' and 'Management by Exception' used by managers while analysing deviations in the process of controlling.	
			Ans. (a) Critical Point Control	
			Critical Point Control' helps in controlling process by focusing on key result areas which are critical to the success of an organisation.	2 marks
			The key result areas are set as critical points since it is neither economical nor easy to keep a check on each and every activity of the organisation.	
			(b) Management by Exception	2 marks
			Management by Exception helps in the controlling process by identifying only significant deviations which go beyond the	lattorm
			permissible limit and bringing them to the notice of the management.	2+2
			It is based on the belief that an attempt to control everything results in controlling nothing.	4 marks
19	14	19	Q. Irma is the chief executive officer of a reputed	
			company. She introduced appropriate skill developments	
			programmers and a sound promotion policy for the employees of her company. To motivate and retain the	
			best talent in the company, she designed the jobs of the	
			managers to include greater variety of work content.	
			Explain any two other incentives that may be introduced	
			by Irma other than those already introduced by her to	1/
			further motivate the employees of her company.	½ mark for naming
			Ans. Incentives that may be introduced by Irma other than	each
			those already introduced by her to further motivate the	incentive
			employees of her company are: (Any two)  (i) Status.	t 1½ marks
			(ii) Organisational climate.	for its
			(iii) Employees recognition programme.	explanation
			(iv) Job security.	=
			(v) Employee participation.	2
			(vi) Employee empowerment.	marks



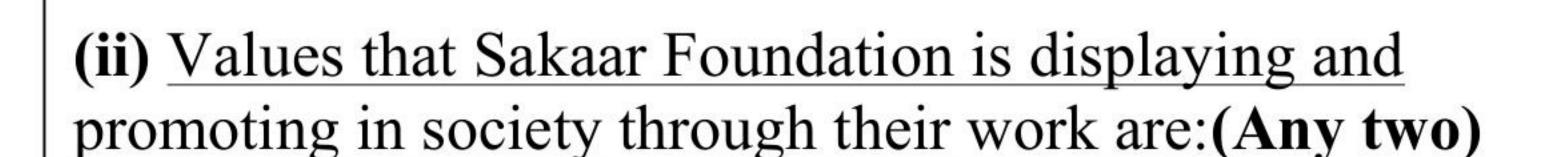
		1		
			(vii)Pay and Allowances.	=
			(viii) Productivity linked wage incentives.	2+2
			(ix)Bonus.	=
			(x)Profit sharing.	4 marks
			(xi)Co-partnership.	
			(x)Retirement Benefits.	
			(xi) Perquisites.	
			(If an examinee has not given the headings as above but	
			has given the correct explanation, full credit should be	
			given)	
			given	
20	22	20	Q. Shivam bought a pain relieving ointment after seeing it	T)2
20		20	being displayed in the chemist's shop. The ointment tube	
			was packed in a cardboard box. Thetubes were received	
			by the chemist from the wholeseller in corrugated boxes	E
			containing 20 units. Identify and explain the different	3
			levels of packaging of the pain relieving medicine.	
			Ans. Levels of packaging:	(½ mark for
			(a) Primary Packaging	identificatio
			<ul> <li>The ointment tube is the primary package which refers to</li> </ul>	n
		3	the product's immediate container.	of the level
			• It is kept till the consumer is ready to use the product or it	+
			may be kept throughout the entire life of the product.	1 ½ mark
		L	- dia's	for its
			(b) Secondary Packaging	explanation
			• The Cardboard box is the secondary package which refers	$=\frac{1}{2}+\frac{1}{2}$
			to the additional layers of protection.	= 2 marks)
			• When the consumer starts using the product, the secondary	+
			packing is disposed off.	(½ mark for
			packing is disposed oil.	identificatio
			(c) Transportation Dackaging	n
			(c) Transportation Packaging	of the level
			• The Corrugated box is the Transportation Package which	+
			refers to the package necessary for storage, identification or	1½ mark
			transportation.	for its
				explanation
			(If an examinee has not specified 'ointment tube' as the	$=\frac{1}{2}+\frac{1}{2}$
			primary package, 'cardboard box' as the secondary	= 2  marks)
			package and 'corrugated box' as transportation	– 2 mai ks)
			packaging, ½ mark per identification may be deducted)	(1/ marks for
				(½ mark for
				identificatio
				n
				of the level



				+
				½ mark for
				its
				explanation
				$= \frac{1}{2} + \frac{1}{2}$ - 1 marks)
				= 1 marks) = 2+2+1
				= 5 marks
_	_	21	Q. Is management a science? Explain.	
			Ans. Yes, Management is a science but not an exact science.	½ mark
			Because of the following reasons:	
			(i)Systematised body of knowledge.	+ (1/ 1 C
			Like science, management is a systematic body of knowledge with its own theories and principles that have developed over	(½ mark for the heading
			a period of time. So, this feature of science is present in	the neading
			management.	1 mark for
			(ii)Principles based on observation and experimentation	the
			Like science, management principles are derived through	explanation
			observation and repeated experimentation. However since	· ofform
				$1\frac{1}{2} \times 3$
			experiments are not capable of being accurately predicted.	
	,		So, this feature of science is not fully present in	4 1/2)
			management.	$=\frac{1}{2}+4\frac{1}{2}$
	1		(iii) Universal validity.  Principles of management like principles of pure science	72 T 4 72 =
	,		Principles of management like principles of pure science	5marks
			provide managers with certain standardised techniques that	
			can be used in different situations. However, since the	
			principles of management have to be modified according to a	
			given situation, their application and use is not universal. So,	
			this feature of science is not fully present in management.	
22	20	22		
22	20	22	Q. Sakaar Foundation is an NGO(Non-Governmental Organization)working to improve the lives of children	
			with medical needs, the homeless and victims of natural	
			disasters. Apart from donations in cash, they collect dry	
			ration, old clothes, shoes, toys, books, medicines etc. from	
			donors. AtSakaar Foundation's office in Lucknow the	
			material collected is segregated, classified and put in	
			shelves and boxes that are labelled systematically. There	
			is a specific place for each of these items and volunteers	
			put everything at their respective places.	
			The volunteer work is divided into specific jobs like fund raising, field visits, social media updates and so on. Each	
			volunteer is part of a particular team, depending on their	
			volunteer is part of a particular team, depending on their	



competency and training. Each volunteer becomes specialized in their respective field, leading to efficient utilization of human effort. The management of Sakaar Foundation does not close its ears to any constructive suggestions made by the volunteers. There is an equal division of work and responsibility between volunteers and management. All the day long the management work side by side the volunteers helping, encouraging and smoothing the way for them. (i) Identify and explain one principle each of 'Scientific Management' and 'General Management 'adopted by Sakaar Foundation. (ii) State any two values that Sakaar Foundation is displaying and promoting in society through their work. Ans.(i)Principle of 'Scientific Management' adopted by  $(1 \frac{1}{2} \text{ marks})$ Sakaar Foundation: Cooperation, not individualism: • There should be complete co-operation between the management and the workers instead of individualism. • For all important decisions taken by the management, workers should be taken into confidence. The management should be open to any constructive suggestions made by the employees and suitably reward them. 1 ½ marks Principle of 'General Management 'adopted by Sakaar Foundation: (Any one) Order The principle of Order states that people and materials  $1\frac{1}{2} + 1\frac{1}{2}$ must be in suitable places at appropriate time for maximum efficiency i.e. there should be a place for everything and 3 marks) everyone in an organization and that person or thing should be found in its allotted place. Order leads to increased productivity and efficiency. Division of work 1 mark for The principle of Division of work states that work is



competent is required to perform each job.

Thus, division of work leads to specialisation.

divided into small tasks/jobs. A trained specialist who is

(a) Concern for the society.



each value

 $=1 \times 2$ 

=2 marks

			(b) Optimum utilization of resources.	=3+2
			(c) Sensitivity towards the environment.	-3+ <u>2</u> =
			(c) Schistivity towards the chivitoninent.	5 marks
			(or any other correct value)	
23	24	23	Q. Radha is an enterprising businesswoman who has been running a fishery for the past ten years. She has saved \$\frac{10}{10}\$ Lakhs from her business. She shared with her family her desire to utilize this money to expand her business. Her family members gave her different suggestions like buying new machinery to replace the existing one, acquiring altogether new equipment with latest technology, opening a new branch of the fishery in another village and so on. Since these decisions are crucial for her business, involve huge amount of money and are irreversible except at huge cost, Radha wants to analyze all aspects of the decision, before takingany step.  (i) Identify and explain the financial decision to be taken by Radha.  (ii) Also explain briefly any two factors that affect this decision.  Ans. (i) Investment decision/ Capital budgeting decision  Investment/ Capital budgeting decision involves deciding about how the funds are invested in different assets so that they are able to earn the highest possible return for their investors.  (ii) Factors that affect capital budgeting decision are: (Any two)  (a) Cash flows of the project  (b) Rate of return of the project.  (c) Investment criteria.  (If an examinee has not given the headings as above but has explained correctly, no marks may be deducted)  (If an examinee has only given the headings, ½ mark may be awarded for each correct point)	½ mark for identifying + 1 mark for its explanation = 1½ marks + ½ mark for naming the factor + 1 marks for each explanation = 1½ x 3 = 4½ = 1½ + 4½ = 6 marks
24	23	24	Q. Explain any two reliefs that the Consumer Court can grant to consumers in case of genuine complaints in each of the following situation.  (i) Komal was charged more than the printed price for a	1 mark for each



	NCERT business studies book being in short supply.  (ii) Kumar was sold a truck with a defective engine.	statement
	(iii) Suresh suffered injury while using a newly bought	=
	defective electric iron.	1 x 2
	Ans. (i) Reliefs that the Consumer court can grant to the	2 marks
	customers are: (Any two)	
	(a) To refund the price paid.  (b) To pow punitive demogras	
	<ul><li>(b) To pay punitive damages.</li><li>(c) To discontinue the unfair/ restrictive trade practice and</li></ul>	+
	not to repeat the same in future.	
	(d) To pay any amount (not less than 5% of the value of the	1 mark for
	book) to be credited to the Consumer Welfare Fund or any	each
	other organisation/person, to be utilised in the prescribed manner.	statement
	(e) To pay adequate costs to the appropriate party.	= 1 × 2
	(ii) Reliefs that the Consumer court can grant to the	
	customers are: (Any two)	2 marks
	(a) To remove the defect in engine.	torm
	(b) To replace the defective engine with a new one, free from	S/ar.
	any defect.	
	(c) To refund the price paid.	
	(d) To pay punitive damages.  (e) To pay any amount (not less than 5% of the value of the	_1_
1	defective engine) to be credited to the Consumer Welfare	1
	Fund or any other organisation/person, to be utilised in the	1 mark for
	prescribed manner.	each
	(f) To pay adequate costs to the appropriate party.	statement
	(iii)Reliefs that the Consumer court can grant to the	=
	customers are: (Any two)	1 2
	<ul><li>(a) To remove the defect in electrical iron.</li><li>(b) To replace the defective electrical iron with a new one,</li></ul>	1 x 2
	free from any defect.	2 marks
	(c) To refund the price paid.	
	(d) To pay a reasonable amount of compensation for any loss	_
	or injury suffered by the consumer due to negligence of the	
	opposite party.	2+2+2
	(e) To pay punitive damages.	
	(f) To discontinue the unfair/ restrictive trade practice and not	=
	_	6 marlza
		U IIIarks
	ironfrom sale.	
	to repeat the same in future.  (g) Not to offer hazardous goods like defective electrical iron for sale.  (h) To withdraw hazardous goods like defective electrical	= 6 marks



	1		(') TC	
			(i) To cease manufacture of hazardous goods like defective	
			electrical iron.	
			(j) To pay any amount (not less than 5% of the value of the	
			defective goods) to be credited to the Consumer Welfare	
			Fund or any other organisation/person, to be utilised in the	
			prescribed manner.	
			(k) To pay adequate costs to the appropriate party.	
			(If an examinee has given only the heading, ½ mark for each heading should be awarded)	
1-1	_	25	Q. 'The divisional structure of organization has certain	½ mark for
			advantages and disadvantages which an enterprise must	each
			take into consideration before adopting it'. Explain any	heading
			such three advantages and any three disadvantages of this	+
			structure.	½ mark for
				its
			Ans. Advantages of Divisional structure: (any three)	explanation
			(i) Product specialization.	$=1 \times 3$
			(ii) Helps in fixation of responsibility.	=3 marks
			(iii) Promotes flexibility.	1/a//
			(iv) Facilitates expansion and growth.	½ mark for
			Jant Re	each
			Disadvantages of Divisional structure: (any three)	heading
		1	(i) Conflicts may arise among different divisions	+
	1		(ii) It may increase the cost of operations.	½ mark for
	1		(iii) Organizational interest may be ignored by different	its
			divisional heads.	explanation
			(iv) The organization structure becomes complex.	
				1 x 3
			(if an examinee has not given the headings as above but	
			have given the correct explanations, full credit should be	3 marks
			given)	=
			<b>8</b> -1/	3+3
				=
				6 marks

