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Time : 1 Hour

FIRST TERM**BUSINESS
ADMINISTRATION**

Subject Code

V	4	2	1	7
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Total No. of Questions : 20 (Printed Pages : 8)

Maximum Marks : 20

- INSTRUCTIONS :**
- (i) Every question has four choices A, B, C and D and only one of them is the correct answer.
 - (ii) On the OMR sheet darken completely with a ball point pen Only ONE bubble you consider as the most appropriate answer.
 - (iii) Multiple markings are invalid.
 - (iv) Use blue or black ball point pen only.
 - (v) Do not fold the OMR sheet or use white ink.
 - (vi) For each question, you will be awarded ONE mark, if you have darkened only the bubble corresponding to the correct answers in all other cases, you will get zero mark. **There is no negative mark.**
 - (vii) Once the bubble is filled, it is not possible to change the answer.
 - (viii) Only one OMR sheet will be provides. Hence sufficient care must be taken while darkening the bubble.

Choose the *correct* alternative from the given below :

1. Type of employees who have tendency to sacrifice and help other employees are known as 1
- (A) Leisure culture
 - (B) Worth culture
 - (C) Work culture
 - (D) Time culture
2. One of the external source of recruitment is 1
- (A) Recruitment through employment exchange
 - (B) Retired or terminated employees
 - (C) Present temporary employees
 - (D) Appointment on sympathetic considerations
3. The modern method of recruitment in which internet, E-mails are important device through which advertisement is made all over the world known as 1
- (A) Walk-in
 - (B) Recruitment through professional institutions
 - (C) Recruitment through computer
 - (D) Consulted in source of selection

4. The employees who are retired or terminated can be called as 1
- (A) Casual Labour
 - (B) Ex-employees
 - (C) Office executives
 - (D) Temporary labour
5. The function of attracting competent, qualified and suitable person in the organisation is called 1
- (A) Recruitment
 - (B) Selection
 - (C) Training
 - (D) Induction
6. Accountancy, Medical and Law are the examples of 1
- (A) Entertainment services
 - (B) Professional services
 - (C) Marketing services
 - (D) Personal services
7. A building provided for preserving materials, stores and finished goods is called 1
- (A) Organisation
 - (B) Factory
 - (C) Storehouse
 - (D) Department

8. Type of storage in which an independent small store attached to various departments is called as 1
- (A) Departmental Storage
 - (B) Multi Storage
 - (C) Centralised Storage
 - (D) Decentralised Storage
9. The component of entertainment organisation in which leader and popular artist are to be invited is 1
- (A) Advertisement
 - (B) Publicity
 - (C) Personal selling
 - (D) Sales promotion
10. One of the disadvantages of centralised storage is 1
- (A) Lesser staff
 - (B) Better control of stores
 - (C) Higher cost of material handling
 - (D) Saving in storage cost
11. Making change of/to such post which gives him more salary and status than before is called as 1
- (A) Demotion
 - (B) Promotion
 - (C) Transfer
 - (D) Training

12. Which one of the following is a professional quality of human resource manager ? 1

- (A) Supervisory skill
- (B) Effective communication
- (C) Dress etiquette
- (D) Self-confidence

13. Failure of workers to report to duty when he is scheduled to work : 1

- (A) Layoff
- (B) Discharge
- (C) Resignations or quits
- (D) Absenteeism

14. The special knowledge given to employees to carry out special function is called 1

- (A) Promotion
- (B) Demotion
- (C) Transfer
- (D) Training

15. Layoff, discharge, termination, retirement and resignation are the types of 1
- (A) Promotion
 - (B) Induction
 - (C) Separation
 - (D) Absenteeism
16. An amount gets transferred from one financial body to another financial body without involvement of middlemen is called 1
- (A) E-money
 - (B) Electronic fund transfer
 - (C) Visa card
 - (D) Credit card
17. HTML, URL, HTTP are the elements of 1
- (A) Web Page
 - (B) Microsoft Word
 - (C) Microsoft Excel
 - (D) PowerPoint
18. A card which stores money as well as personal or work related information of customer is 1
- (A) Smart card
 - (B) Debit card
 - (C) Credit card
 - (D) Visa card

19. A small plastic card with unique number mapped with the bank account is 1

- (A) Debit card
- (B) Credit card
- (C) E-money
- (D) Smart card

20. A method of trading securities, foreign exchange or financial derivatives electronically is 1

- (A) E-Trading
- (B) E-Commerce
- (C) E-Payment
- (D) E-Business