

VIDYA VIKAS MANDAL'S

RAMACRISNA MADEVA SALGAOCAR HIGHER SECONDARY SCHOOL

STD :- XII OM
SUB:-OFFICE ADMINISTRATION

DATE:-26/7/2025
DURATION:- 1 HR
MAX MARKS:-20

FIRST MID TERM EXAM

INSTRUCTIONS

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. There are four sections in the question paper section
4. 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.
5. Section B consist of three questions of two marks each to be answered in 20-30 words.
6. Section C consist of two questions of three marks each to be answered in 50-60 words.
7. Section D consists of one question of four marks to be answered in 80-100 words

SECTION A

1. A person who is in charge of all work done in particular department or office is called as _____ 01
a) Manager
b) Superintendent
c) Clerk
d) Cashier
2. The Leadership style which follows rewards and punishment method is _____ 01
a) Transactional
b) Autocratic
c) Democratic
d) Situational
3. A person responsible for firms' overall success or failure. 01
4. What is teamwork? 01

SECTION B

5. Explain any two factors affecting leadership style. 02
6. Explain any two responsibilities of accountant. 02
7. State any four duties of cashier. 02

SECTION C

8. Explain autocratic leadership style and mention it's any two advantages. 03
9. State any three differences between group and team. 03

SECTION D

10. Explain the functions of a Manager. 04
