

CBSE | DEPARTMENT OF SKILL EDUCATION

BUSINESS ADMINISTRATION (SUBJECT CODE - 833)

MARKING SCHEME FOR CLASS XI (SESSION 2025-2026)

Max. Time: 3 Hours

Max. Marks: 60

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **24 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (6 + 18 =) 24 questions, a candidate has to answer (6 + 11 =) 17 questions in the allotted (maximum) time of 3 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section has 06 questions.
 - ii. There is no negative marking.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section contains 18 questions.
 - ii. A candidate has to do 11 questions.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Source Material (NCERT/PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Marks
Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)			
i.	(d) Informal communication	Employability Skills- Books XII	Unit-1	1
ii.	(b)Ctrl + n	Employability Skills- Books XII	Unit-3	1
iii.	(d) All of the above	Employability Skills- Books XII	Unit-2	1
iv.	(a) Weaknesses	Employability Skills- Books XII	Unit-2	1
v.	(b) Businessman	Employability Skills-	Unit-4	1

		Books XII		
vi.	(a) Using chemical fertilizers	Employability Skills- Books XII	Unit-5	1
Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)			
i.	(d) Separate legal entity	CBSE STUDY MATERIAL	Unit:4	1
ii.	(d) All of the above	CBSE STUDY MATERIAL	Unit:4	1
iii.	(b) Earning profit	CBSE STUDY MATERIAL	Unit:1	1
iv.	(b) Contributing positively to society through ethical business practices	CBSE STUDY MATERIAL	Unit:2	1
v.	(b) Cooperative societies and Joint stock company	CBSE STUDY MATERIAL	Unit:4	1
vi.	(d) Mining	CBSE STUDY MATERIAL	Unit:3	1
vii.	(b) Partnership deed	CBSE STUDY MATERIAL	Unit:4	1
Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)			
i.	(b) Secondary	CBSE STUDY MATERIAL	Unit:1	1
ii.	(d) Homogeneity	CBSE STUDY MATERIAL	Unit:3	1
iii.	(c) Increasing job satisfaction by adding more challenging tasks	CBSE STUDY MATERIAL	Unit:4	1
iv.	(d) Inseparability	CBSE STUDY MATERIAL	Unit:3	1
v.	d) Cooperative Society	CBSE STUDY MATERIAL	Unit:4	1
vi.	(a) The physical environment where a service is delivered	CBSE STUDY MATERIAL	Unit:3	1
vii.	(b) To make products easier to manufacture and use	CBSE STUDY MATERIAL	Unit:7	1
Q. No.	QUESTION	Source Material (NCERT/PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Marks
Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)			
i.	(c) Karta	CBSE STUDY MATERIAL	Unit:4	1

ii.	(b) "The proposal was approved by the manager."	CBSE STUDY MATERIAL	Unit:6	1
iii.	(b) Forces, Factors, Institutions which directly or indirectly affect business	CBSE STUDY MATERIAL	Unit:2	1
iv.	(c) They are lengthy and detailed	CBSE STUDY MATERIAL	Unit:6	1
v.	(a) General	CBSE STUDY MATERIAL	Unit:2	1
vi.	(d) Secret partner	CBSE STUDY MATERIAL	Unit:5	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)			
i.	(b) To identify and correct errors	CBSE STUDY MATERIAL	Unit:6	1
ii.	(b) An essence of management	CBSE STUDY MATERIAL	Unit:7	1
iii.	(d) Legal Environment	CBSE STUDY MATERIAL	Unit:7	1
iv.	(c) Controlling	CBSE STUDY MATERIAL	Unit:7	1
v.	(a) Liberalisation	CBSE STUDY MATERIAL	Unit:8	1
vi.	(c) Jargon	CBSE STUDY MATERIAL	Unit:6	1
Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)			
i.	(a) Top level	CBSE STUDY MATERIAL	Unit:7	1
ii.	(a) Privatisation	CBSE STUDY MATERIAL	Unit:2	1
iii.	(d) Financial statements	CBSE STUDY MATERIAL	Unit:8	1
iv.	(c) It is more likely to have a positive impact on organizational effectiveness	CBSE STUDY MATERIAL	Unit:8	1
v.	(c) A science as well as an art	CBSE STUDY MATERIAL	Unit:8	1
vi.	(c) Social objective	CBSE STUDY MATERIAL	Unit:7	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Source Material (NCERT/PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Marks
Answer any 3 out of the given 5 questions on Employability Skills in 20 – 30 words each (2 x 3 = 6 marks)				
Q. 7	Steps taken by the Government of India under Sustainable Development / Green Economy a) National Action Plan on Climate Change (NAPCC) b) Renewable energy promotion (Solar, Wind, Bioenergy) c) Waste Management Rules (plastic, e-waste, solid waste) d) Green India Mission (afforestation) e) FAME Scheme (electric vehicles) f) Sustainable agriculture and organic farming	Employability Skills- Books XII	Unit-5	2
Q. 8	Doubts and Fears in an Entrepreneur's Mind a) Fear of failure b) Financial risk c) Market acceptance doubts d) Competition pressure e) Policy and regulation uncertainty f) Work-life balance stress	Employability Skills- Books XII	Unit-4	2
Q. 9	Different Types of Keys in Keyboard a) Alphabet keys b) Number keys c) Function keys d) Control keys e) Navigation keys f) Special keys g) Numeric keypad	Employability Skills- Books XII	Unit-2	2
Q. 10	Factors Influencing Teamwork a) Good communication b) Trust and respect	Employability Skills- Books XII	Unit-3	2

	c) Effective leadership d) Defined roles and goals			
Q. 11	Visual Communication a) Use of pictures, charts, graphs, symbols, signs, posters, videos b) Makes information simple c) More attractive and clear d) Easier to understand than words alone	Employability Skills- Books XII	Unit-1	2
Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)				
Q. 12	(a) No, Akshay cannot recover ₹1,50,000 from each company. Principle of Contribution	CBSE STUDY MATERIAL	Unit:2	2
Q. 13	Important Privileges available to a Private Company a) Can start business immediately after receiving Certificate of Incorporation (no need for Certificate of Commencement of Business). b) Can have only 2 directors (minimum requirement). c) Can have only 2 members (minimum requirement). d) Not required to issue a prospectus. e) Not required to hold a statutory meeting. f) Restrictions on transfer of shares. g) Exemptions from some provisions of the Companies Act (less compliance).	CBSE STUDY MATERIAL	Unit:4	2
Q. 14	Difference between Formal and Informal Language in Business Writing Formal Language:	CBSE STUDY MATERIAL	Unit:6	2

	a) Professional tone b) Uses complete sentences, no slang c) Polite and respectful d) Used in reports, official letters, business proposals Informal Language: a) Casual and friendly tone b) May use short forms, contractions, or slang c) Personal in nature d) Used in internal communication, emails to colleagues, casual notes			
Q. 15	Dimension of Business Environment: Social Environment	CBSE STUDY MATERIAL	Unit:2	2
Q. 16	Common Mistakes to Avoid in Business Writing a) Using unclear or vague language b) Writing overly long or complex sentences c) Using slang, jargon, or informal tone where not suitable d) Ignoring grammar and spelling errors e) Not structuring the message properly (no headings/paragraphs) f) Writing without considering the reader's perspective g) Lack of conciseness and clarity	CBSE STUDY MATERIAL	Unit:6	2
Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)				
Q. 17	Importance of Business Environment a) Helps in identifying opportunities and threats. b) Provides early warning signals for planning. c) Helps in tapping useful resources from the environment.	CBSE STUDY MATERIAL	Unit:2	3

	d) Helps in coping with rapid changes. e) Improves overall performance of business. f) Assists in policy formulation and decision making. g) Helps the firm to grow and expand successfully.			
Q. 18	(a) Why management decided to convert into a public limited company? To raise more capital from the public. To meet increased financial needs due to expansion. To reduce dependence on private funds/loans. To build greater public confidence and goodwill. To increase growth and expansion opportunities. (b) Five privileges of a Private Limited Company over a Public Limited Company a) Can start business immediately after incorporation. b) Minimum 2 members required (public company requires 7). c) Minimum 2 directors required (public company requires 3). d) Not required to issue a prospectus. e) No statutory meeting required. f) Greater flexibility and fewer legal formalities.	CBSE STUDY MATERIAL	Unit:5	3
Q. 19	Democracy: a) Works on the principle of "One	CBSE STUDY MATERIAL	Unit:4	3

	member, One vote” irrespective of shareholding. b) All members have equal say in decision-making. c) Management is elected democratically by members. Secularism: a) Membership is open to all, regardless of caste, religion, gender, or social status. b) Promotes equality and unity among diverse groups. c) Aims at collective benefit, not individual profit.			
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Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

Q. 20	(a) In the given case, how many types of partners are involved in the partnership firm? Five types of partners: Active partner – Ram Sleeping partner – Rahim Secret partner – Rohan Nominal partner – Sohan Minor partner (admitted to benefits of partnership) – Mohan (b) Who is working as an active partner and what is the nature of his liability? Ram is the active partner. Liability: Unlimited liability towards creditors of the firm. (c) Who is working as a sleeping partner and what is the nature of his liability? Rahim is the sleeping partner. Liability: Unlimited liability (though he does not manage day-to-day	CBSE STUDY MATERIAL	Unit:5	4
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	affairs). (d) Who is working as a secret partner and what is the nature of his liability? Rohan is the secret partner. Liability: Unlimited liability (though his association with the firm is hidden from the public).			
Q. 21	1. Kamal (Businessman) Wants: Account where amount can be deposited and withdrawn any time without notice, for smooth business transactions. Type of Account: Current Account Explanation: a) Suitable for traders and businessmen. b) Allows deposits and withdrawals at any time. c) Overdraft facility available. d) No interest is usually paid. 2. Supriya (Wife) Wants: Account to keep surplus money safe with cheque facility and option to withdraw when needed. Type of Account: Savings Account Explanation: a) Encourages savings by individuals. b) Provides interest on deposits. c) Cheque facility and ATM facility available. d) Suitable for salaried persons and	CBSE STUDY MATERIAL	Unit:8	4

	households. 3. Shivam (Son) Wants: Account to deposit ₹2,000 every month for 3 years, repayable with interest at maturity. Type of Account: Recurring Deposit (RD) Account Explanation: a) Fixed amount is deposited regularly (monthly). b) Interest is paid at maturity along with total deposit. c) Helps in building savings systematically.			
Q. 22	Four Characteristics of Management a) Goal-Oriented Process – Management focuses on achieving organizational objectives effectively and efficiently. b) Pervasive – Management is required at all levels (top, middle, supervisory) and in all types of organizations. c) Continuous Process – Management is an ongoing process that never stops as long as the organization exists. d) Multi-dimensional – Involves managing people, work, and operations simultaneously.	CBSE STUDY MATERIAL	Unit:7	4
Q. 23	Organizational Behavior Process Organizational Behavior (OB) is the study of human behavior in organizations. Its process includes: a) Individual Level – Understanding	CBSE STUDY MATERIAL	Unit:8	4

	individual behavior (perception, personality, motivation, learning). b) Group Level – Studying team dynamics, communication, leadership, power, and conflict. c) Organizational Level – Examining organizational culture, structure, policies, and change management. d) Outcome – Improved productivity, employee satisfaction, better teamwork, and organizational effectiveness.			
Q. 24	a) Type of business activity performed by Rohit and Gurvinder They are engaged in Industry (Secondary Industry – Manufacturing/Assembling), as they assemble electronic products from imported components. b) Type of business activity performed by Atul is engaged in Trade (Foreign Trade – Exporting), as he sells components from China to India. c) Auxiliary to trade used by Rohit and Gurvinder They used Warehousing as an auxiliary service to store their stock. d) Value violated by Rohit and Gurvinder Social Responsibility and Ethical Values were violated because they employed child labour, exploited women workers with low wages, and ignored worker safety and proper storage measures.	CBSE STUDY MATERIAL	Unit:1	4