



**Additional set -2070**

Grade: XII  
Time: 3 Hrs.

Subjects: Business Studies

F.M.: 100  
P.M.: 35

**Set 'B'**

*Candidates are required to give their answer in their own words as far as practicable.*

**Short Answer Question**

(Attempt **any Eight** Questions)

1. What is management? Explain any six features of management. [2+6]
2. Define planning and explain its advantages. [2+6]
3. Define authority. Differentiate between delegation of authority and decentralization of authority. [2+6]
4. Explain any four methods of departmentalization. [8]
5. Explain the elements of adequate control. [8]
6. Give the meaning and importance of communication in organization. [2+6]
7. What is decision making? Explain the different types of decisions. [2+6]
8. Explain the procedures of effecting fire insurance. [8]
9. Explain the personal and managerial qualities of leadership. [4+4]
10. Explain the factors affecting supervision. [8]

**Long Answer Question**

(Attempt **any two** questions)

11. What is risk management? Discuss the **importance of insurance** as an important means of risk management. [5+13]
12. Discuss the Henry Fayol's principles of management. [18]
13. Define positive and negative motivation. Explain the needs hierarchy motivation theory of Abraham Maslow. [5+13]



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**Set 'A'**

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**Short Answer Question**

(Attempt **any Eight** Questions)

1. Give the concept of management and distinguish between administration and management. [2+6]
2. Explain the concept and principles of scientific management. [2+6]
3. Explain controlling process. [8]
4. Define supervision. Explain the factors affecting supervision. [2+6]
5. What is insurance? Explain any four principles of insurance. [2+6]
6. Define coordination. Explain the techniques of coordination. [2+6]
7. What do you mean by conflict? Explain the different types of conflict. [2+6]
8. Explain briefly importance of motivation. [8]
9. What is leadership? Explain any two types of leadership styles. [2+6]
10. Management is both science & art. Explain. [8]

**Long Answer Question**

(Attempt **any two** questions)

11. Describe life insurance and its types. Describe the procedures of effecting life insurance. [10+8]
12. Describe various methods **of departmentation** and describe briefly **line, functional and line and staff** organization structure. [9+9]
13. Explain the process of communication and barriers to effective communication. [9+9]