First Term Exam – 2071

Grade: XII | Subject: Business Studies | F.M.:100

Time: 3 hrs. | P.M.: 40

Set 'A'

Candidates are required to give their answers in their own words as far as practicable. The figures in the margin indicate full marks.

Group A (Short Answer Questions)

Attempt any **eight** questions:

1. Explain management as science and art. [8]
2. Explain any eight principles of management developed by Henry Fayol. [8]
3. Explain the steps involved in planning process. [8]
4. What is decentralization of authority? Explain the factors affecting decentralization. [2+6]
5. Differentiate between management and administration. [8]
6. Define management. Explain the functions of management. [2+6]
7. Explain the importance of organization. [8]
8. Define decision making. Explain the importance of decision making in organization. [2+6]
9. Explain the principles of delegation of authority. [8]
10. Define planning. Explain the characteristics of planning. [2+6]

Group B (Long Answer Questions)

Attempt any **two** questions:

11. Define departmentation. Describe the methods of departmentation. [4+14]
12. What is line and staff organization? Explain its advantages and disadvantages. [4+7+7]
13. Describe scientific management with its principles and limitations. [4+7+7]

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Set 'B'

Candidates are required to give their answers in their own words as far as practicable. The figures in the margin indicate full marks.

Group A (Short Answer Questions)

Attempt any **eight** questions:

1. Define levels of management. Explain briefly three different levels of management. [2+6]
2. Explain scientific management including its principles. [2+6]
3. Define planning. Explain its advantages. [2+6]
4. Differentiate between line organization & line and staff organization. [8]
5. Explain any four methods of departmentation. [8]
6. Define management. Explain the nature of management. [2+6]
7. Explain the steps involved in organizing process. [8]
8. Explain the types of managerial decision. [8]
9. Define bureaucracy theory. Explain the principles of bureaucracy theory. [2+6]
10. Explain the types of plan and state the major limitations of planning. [4+4]

Group B (Long Answer Questions)

Attempt any **two** questions:

11. Discuss the Henry Fayol's principles of management. [18]
12. Explain the concept of authority, responsibility and accountability. Also explain decentralization of authority and the need for decentralization.[8+10]
13. What is line organization? Explain its advantages and disadvantages.[4+7+7]