Second Term Exam – 2071

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

Time: 3:00 hrs. | P.M.: 40

Set 'A'

Group A (Short answer questions)

Attempt any **eight** questions:

1. Define management. Distinguish between management and administration. [2+6]
2. Give the concept of scientific management. Explain the principles of scientific management. [2+6]
3. Define planning. Explain the types of plan. [2+6]
4. What is organizing? Explain organizing process. [2+6]
5. Define supervision. Explain the roles of supervisor. [2+6]
6. Explain the principles of coordination. [8]
7. Define direction. Explain the components of direction. [2+6]
8. Explain the techniques of motivation. [8]
9. Define leadership style. Explain the personal qualities of leadership. [2+6]
10. Define communication. Explain the importance of communication in organization. [2+6]

Group B (Long answer questions)

Attempt any **two** questions:

11. Give the concept of motivation. Describe Maslow's theory of motivation. [5+13]
12. What is departmentation? Discus the various methods of departmentation. [4+14]
13. What do you mean by Administrative management? Describe the principles of administrative management developed by Henry Fayol. [4+14]

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Set 'B'

Group A (Short answer questions)

Attempt any **eight** questions:

1. Explain management as both science and art. [8]
2. Define planning. Explain the importance of planning. [2+6]
3. Define organization. Explain the importance of organization. [2+6]
4. What is line organization? Explain the advantages of line organization. [2+6]
5. Define decision making. Explain the steps of decision making in organization. [2+6]
6. Explain the factors affecting supervision. [8]
7. Define motivation. Explain the importance of motivation. [2+6]
8. Define leadership. Explain the functions of leaders.. [2+6]
9. What is coordination? Explain the importance of coordination. [2+6]
10. What is communication? Explain the process of communication. [2+6]

Group B (Long answer questions)

Attempt any **two** questions:

11. What is scientific management? Explain the principles and limitations of scientific management. [4+7+7]
12. What is delegation of authority? Explain its principles. What are the barriers for effective delegation of authority? [4+7+7]
13. Describe the types of communication and principles of communication. [8+10]