

Set I

Subject: Business Studies (XII)
Time: 3 hrs

Full Marks: 100
Pass Marks: 35

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

Group- A **(Short answer questions)**

Attempt any EIGHT questions (8x8=64)

1. Define management and explain its functions. (2+6)
2. Write down the benefits and limitations of planning. (4+4)
3. Explain the steps in decision-making process. (8)
4. What is direction? What are its components? (2+6)
5. Define motivation and show its importance. (3+5)
6. State and explain the various leadership qualities. (2+6)
7. What are the factors affecting supervision? Explain. (8)
8. What are the barriers to effective communication? Explain. (8)
9. Explain the various principles of co-ordination. (8)
10. What is control? Why it is important in business/ (2+6)

Group- B **(Long answer questions)**

Attempt any TWO questions (2x18=36)

11. Discuss the Taylor's scientific management principles and its limitations. (10+8)
12. What is departmentation? What are its various methods? Discuss. (5+13)
13. What do you mean by insurance contract? Discuss its essential principles. (5+13)

Set II

Subject: Business Studies (XII)
Time: 3 hrs

Full Marks: 100
Pass Marks: 35

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

Group- A **(Short answer questions)**

Attempt any EIGHT questions (8x8=64)

1. What is management? Explain the characteristics of management. (2+6)
2. What is scientific management? Describe the principles of Taylor's scientific management. (2+6)
3. What is organization structure? Explain the merits and demerits of line and staff organization structure. (2+6)
4. Define decision making. Explain the importance of decision making. (3+5)
5. What are the techniques of motivation? Explain. (8)
6. What are the functions of managerial leadership? Explain. (8)
7. Give the meaning of communication. Explain the barriers to effective communication. (2+6)
8. What are the essentials of effective control? Explain (8)
9. Define coordination. Describe techniques of effective coordination. (2+6)
10. What is risk management? Explain the importance of insurance. (3+5)

Group- B **(Long answer questions)**

Attempt any TWO questions (2x18=36)

11. What is planning? Discuss the steps in planning process. (4+14)
12. What is decentralization of authority? Discuss the difference between delegation and decentralization of authority. (5+13)
13. Give the meaning of fire insurance. Discuss about the different types of fire insurance policies. (5+13)

Set III

Subject: Business Studies (XII)
Time: 3 hrs

Full Marks: 100
Pass Marks: 35

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

Group- A **(Short answer questions)**

Attempt any EIGHT questions (8x8=64)

1. What is management? Explain the functions of management. (3+5)
2. Explain the principles of bureaucracy theory. (8)
3. What is planning? What are the limitations of planning? Explain. (3+5)
4. What is decentralization of authority? Explain about the need of decentralization of authority. (3+5)
5. Explain the steps in decision making process. (8)
6. Define motivation and explain its process. (3+5)
7. Write the meaning of supervision and explain its function. (3+5)
8. What is coordination? Describe the principles of coordination. (3+5)
9. Explain the conflict management process. (8)
10. Define insurance and show its importance. (3+5)

Group- B **(Long answer questions)**

Attempt any TWO questions (2x18=36)

11. What is leadership? Discuss the functions of managerial leader. (4+14)
12. Write the meaning of departmentation and discuss the methods of departmentation. (6+12)
13. What is life insurance? Discuss the procedures of affecting life insurance policies. (6+12)

Set IV

Subject: Business Studies (XII)
Time: 3 hrs

Full Marks: 100
Pass Marks: 35

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

Group- A (Short answer questions)

Attempt any EIGHT questions (8x8=64)

1. Explain management as science and art. (4+4)
2. Describe Fayol's contribution in the development of management. (8)
3. Why planning is necessary for business organization? Explain. (8)
4. Explain the factors affecting decentralization of authority. (8)
5. Define direction and describe its principles. (2+6)
6. Give the meanings of positive and negative motivations and also show the importance of motivation. (2+2+4)
7. What is supervision? Explain the factors affecting effective supervision. (3+5)
8. Explain the importance of coordination. (8)
9. Define controlling and show its importance. (3+5)
10. Explain the essentials of insurance contract. (8)

Group- B (Long answer questions)

Attempt any TWO questions (2x18=36)

14. Discuss the Taylor's scientific management principles and its limitations. (10+8)
15. What is departmentation? What are its various methods? Discuss. (5+13)
16. What do you mean by insurance contract? Discuss its essential principles. (5+13)

Set V

Subject: Business Studies (XII)
Time: 3 hrs

Full Marks: 100
Pass Marks: 35

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

Group- A **(Short answer questions)**

Attempt any EIGHT questions (8x8=64)

1. What is management? Differentiate between management and administration. (3+5)
2. Explain the principles of Taylor's scientific management. (8)
3. What is planning? Describe the various steps of formulating plan. (2+6)
4. What is line organization? Explain its demerits. ((3+5)
5. Explain various types of decision making. (8)
6. Describe principles of direction. (8)
7. Define motivation. Explain different techniques of motivation. (2+6)
8. State and briefly explain the techniques of coordination. (8)
9. What is knowledge management? Explain the importance of knowledge management. (3+5)

Group- B **(Long answer questions)**

Attempt any TWO questions (2x18=36)

10. Define the term organizing. Explain the principles of effective organizing. (5+13)
11. What is insurance? What are its requirements? Explain the various principles of insurance. (4+6+8)
12. Define the term communication. Why is it essential? Explain the various types of communication. (5+6+7)

Set VI

Subject: Business Studies (XII)
Time: 3 hrs

Full Marks: 100
Pass Marks: 35

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

Group- A **(Short answer questions)**

Attempt any EIGHT questions (8x8=64)

1. Explain the importance of management. (8)
2. Explain any eight principles of Fayol's administrative management theory. (8)
3. Define planning. Briefly discuss the need for planning. (2+6)
4. What is delegation of authority/ why is it necessary for smooth functioning of an organization? Explain. (3+5)
5. What is decision making? Explain the nature of decision making. (3+5)
6. What is direction? Why is direction necessary? Explain. (2+6)
7. Explain the essential requirement of effective control. (8)
8. Explain the various factors for governing effective supervision. (2+6)
9. Briefly explain the different barriers to effective communication. (8)
10. Define insurance. Why is it essential? Explain. (2+6)

Group- B **(Long answer questions)**

Attempt any TWO questions (2x18=36)

11. What is decentralization? Why is it necessary? Differentiate between delegation and decentralization of authority. (3+6+6)
12. Define life insurance. What are the procedures of effecting life insurance policies? Explain the types of life insurance policies. (4+6+8)
13. Define motivation. Why is it necessary? Explain about the Maslow's Need Hierarchy Theory. (5+6+7)

Set VII

Subject: Business Studies (XII)
Time: 3 hrs

Full Marks: 100
Pass Marks: 35

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

Group- A **(Short answer questions)**

Attempt any EIGHT questions (8x8=64)

1. Discuss the three different levels of management. (8)
2. Discuss the principles given by Max Weber's bureaucracy theory. (8)
3. Explain the limitations of planning. (8)
4. Describe the steps in decision making process. (8)
5. Discuss the components of direction. (8)
6. Write short note on positive and negative motivation. (8)
7. Differentiate between autocratic and democratic leadership style. (8)
8. Explain the process of controlling. (8)
9. Discuss the procedure of effecting fire insurance policies. (8)
10. Discuss on knowledge management. (8)

Group- B **(Long answer questions)**

Attempt any TWO questions (2x18=36)

11. What is departmentation? Explain the different types of departmentation. (3+15)
12. Discuss the principles of communication. Explain the types of communication. (9+9)
13. Explain the importance of insurance. Discuss the essentials of insurance contract. (9+9)

Set VIII

Subject: Business Studies (XII)
Time: 3 hrs

Full Marks: 100
Pass Marks: 35

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

Group- A **(Short answer questions)**

Attempt any EIGHT questions (8x8=64)

1. Differentiate between management and administration. (8)
2. Explain the limitations of Taylor's scientific management. (8)
3. Discuss the benefits of planning. (8)
4. Describe the types of managerial decisions. (8)
5. Explain the importance of direction in an organization. (8)
6. Explain Maslow's Need hierarchy Theory. (8)
7. What are the functions of managerial leader? (8)
8. What are the factors affecting supervision? (8)
9. What is control/ discuss its importance. (2+6)
10. What are the essentials of insurance contract? (8)

Group- B **(Long answer questions)**

Attempt any TWO questions (2x18=36)

11. What is delegation of authority? What are the principles of delegation of authority?
Discuss any four types of departmentation. (3+9+6)
12. Explain the importance of communication. Also explain the process of communication.
(9+9)
13. Discuss the procedure effecting life insurance policies. Explain various types of life insurance policies. (9+9)

Set IX

Subject: Business Studies (XII)
Time: 3 hrs

Full Marks: 100
Pass Marks: 35

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

Group- A **(Short answer questions)**

Attempt any EIGHT questions (8x8=64)

1. Define management. Explain functions of management. (2+6)
2. Explain any six principles of management given by Henry Fayol. (8)
3. Define the term planning. Explain the process of planning. (2+6)
4. Discuss the importance of decision making. (8)
5. Explain the principles of direction. (8)
6. What is motivation? Discuss any four techniques of motivation. (2+6)
7. What are the qualities of a good leader? Explain. (8)
8. Discuss the essentials of effective control. (8)
9. What is life insurance? Explain the whole life and endowment policies. (2+6)
10. Discuss on participative management. (8)

Group- B **(Long answer questions)**

Attempt any TWO questions (2x18=36)

11. Explain the principles of organizing. What are the barriers to effective delegation of authority? (9+9)
12. What is communication? Why is it important? What are the barriers to effective communication? (3+6+9)
13. Discuss the types of fire insurance policies. Describe the procedures of effecting fire insurance policies. (9+9)

Set X

Subject: Business Studies (XII)
Time: 3 hrs

Full Marks: 100
Pass Marks: 35

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

Group- A (Short answer questions)

Attempt any EIGHT questions (8x8=64)

1. Management is taken as both science and art. Explain (4+4)
2. Define the Taylor's scientific management. Explain the principles of scientific management. (2+6)
3. Discuss the types of planning on the basis of hierarchy and use. (4+4)
4. What are the different steps involved in decision making? Discuss. (8)
5. Define direction. Explain any six principles of direction. (2+6)
6. Define motivation. Explain the importance of motivation. (2+6)
7. Explain the democratic and laissez faire types of leadership. (4+4)
8. What are the roles to be played by the supervisor in an organization? (8)
9. What are the essentials of insurance contract? (8)
10. Explain the technique of effective coordination. (8)

Group- B (Long answer questions)

Attempt any TWO questions (2x18=36)

11. What is departmentation? Explain the different types of departmentation. (3+15)
12. Explain the types of communication and discuss the barriers to effective communication. (9+9)
13. Discuss the types of life insurance policies. Explain the procedures effecting life insurance policies. (9+9)