

P-447(HVE) BUSINESS STUDIES 2015

Time : 3 Hours]

Class : 12th

[M. M. : 100

Instructions-

- (i) All questions are compulsory.
- (ii) Read the instructions of question paper carefully and answer the questions.
- (iii) There are two sections-Section-A and Section-B in the question paper.
- (iv) In Section-A Q. Nos. 1 to 5 are objective type which contain. Fill in the blanks, True/False, Match the columns, One word answer and Choose the correct answers, Each question is allotted 5 marks.
- (v) Internal options are given in all Q. Nos. 6 to 24 in Section-B.
- (vi) Q. Nos. 6 to 10 carry 2 marks each and answer should be given in 30 words each.
- (vii) Q. Nos. 11 to 17 carry 4 marks each and answer should be given in 75 words each.
- (viii) Q. Nos. 18 to 22 carry 5 marks each and answer should be given in 120 words each.
- (ix) Q. Nos. 23 and 24 carry 6 marks each and answer should be given in 150 words each.

Section-A (Objective Type Questions)

- Q.1. Fill in the blanks. 5
- (i) Planning is a functions of management.
 - (ii) India formulated the policy of new economic reforms in
 - (iii) A budget is always expressed in terms.
 - (iv) Investment in land and building represents capital.
 - (v) The language of complaint letter should be

- Q.2. Write each answer in one word/one sentence- 5
- (i) What is meant by systematised body of knowledge?
 - (ii) What type of process planning is called?
 - (iii) Which is the life blood of business?
 - (iv) Which instrument is issue at discount?
 - (v) What type of proof a business letter serve?
- Q.3. Match the columns- 5
- | "A" | "B" |
|-------------------------------------|-------------------------------------------|
| (i) Father of management | (a) The first step of controlling process |
| (ii) Manpower planning | (b) at Mumbai |
| (iii) Establishment of standards is | (c) is the soul of business |
| (iv) The head office of SEBI is | (d) size and structure of staff |
| (v) Correspondence | (e) Henry Fayol |
- Q.4. Select the correct answer in the following- 5
- (1) Management principles are-
 - (i) Static
 - (ii) Dynamic
 - (iii) Rigid
 - (iv) Exact
 - (2) Topographical conditions of a country are related to
 - (i) Economic Environment
 - (ii) Physical Environment
 - (iii) Legal Environment
 - (iv) Cultural Environment
 - (3) Training gives emphasis on-
 - (i) Theoretical Education
 - (ii) General knowledge
 - (iii) All round knowledge
 - (iv) Practical knowledge
 - (4) Controlling process is-
 - (i) A continuous activity
 - (ii) Occasional activity
 - (iii) Initial activity
 - (iv) Planning activity
 - (5) Fixed capital is used of acquire-
 - (i) All types of Assets
 - (ii) Current Assets
 - (iii) Fixed and Permanent Assets
 - (iv) Raw Materials
- Q.5. Answer the following in True or False- 5
- (i) Objectives should not be time bound.
 - (ii) Staffing is not a continuous process.
 - (iii) Controlling is not an important process of management.

(iv) Financial Management is not a part of general management.

(v) Capital Market is on Organised Market.

Section-B (Very Short Answer Type Questions)

Q.6. Discuss the special features of Privatisation. (Any Two) 2

(Or) State the elements of international environment. (Any Two)

Q.7. Write two elements of globalisation. 2

(Or) State the objective of globalisation. (Any Two)

Q.8. State the elements of advanced technology. (Any Two) 2

(Or) For which industries licence is essential under new economic policy.
(Any Two)

Q.9. Write Two Functions of labelling. 2

(Or) What are the advantages of advertisement in newspapers? (Any
Two)

Q.10. Write any two rights of consumers. 2

(Or) What sort of precautions should be observed by consumers? (Any
Two)

(Short Answer Type Questions)

Q.11. State any four characteristics of informal organisations. 4

(Or) Distinguish between formal and informal organisation. (Any four)

Q.12. What is the distinction between delegation of authority and
decentralisation? (Any four) 4

(Or) Give a chart of functional organization structure.

Q.13. Write the functions of a supervisor. (Any four) 4

(Or) Write the difference between monetary and Non-monetary
Motivation. (Any four)

Q.14. Give your suggestions for removing barriers of effective
communication. (Any four) 4

(Or) State four essentials of Sound Motivation System.

Q.15. Write any four characteristics of an ideal financial plan. 4

(Or) How does nature of business determine the working capital? (Any
four)

- Q.16. State the essentials of a good branding. (Any four) 4
(Or) Distinguish between branding and trade mark. (Any four)
- Q.17. Discuss the responsibilities of consumers. (Any four) 4
(Or) Discuss the importance of consumer protection. (Any four)

(Long Answer Type Questions)

- Q.18. Discuss the characteristics of planning. (Any five). 5
(Or) Distinguish between policies and procedure. (Any five)
- Q.19. Briefly discuss the process of selection. (Any five) 5
(Or) Write difference between selection and recruitment. (Any five)
- Q.20. Write any five characteristics of controlling. 5
(Or) Discuss any five points of importance of controlling.
- Q.21. Discuss the functions of stock exchange. (Any five) 5
(Or) Distinguish between Capital Market and Money Market. (Any five)
- Q.22. Discuss any five qualities of a good business letter. 5
(Or) Write a letter of complaint to Railway Authority Claiming a loss of worth Rs. 10,000 for goods damaged in transit sent by a merchant of chhindwara.
- Q.23. Discuss the characteristics of management. (Any six) 6
(Or) Discuss the importance of management in India. (Any Six)
- Q.24. Discuss the significance of Management Theories. (Any Six) 6
(Or) Distinguish between time study and motion study. (Any Six)

