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BUSINESS STUDIES - 2013

Time : 3 Hours]

Class : 12th

[M. M. : 100

Note-

- (i) All questions are compulsory.
- (ii) Read the instructions of question paper carefully and answer the questions.
- (iii) There are two parts-Section A and Section B in the question paper.
- (iv) In Section A Q. Nos. 1 to 5 are objective types 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 20 in Section B.
- (vi) Q. Nos. 6 to 10 carry 4 marks each. (75 words)
- (vii) Q. Nos. 11 to 15 carry 5 marks each. (120 words)
- (viii) Q. Nos. 16 to 20 carry 6 marks each. (150 words)

Section -A
(Objective Type Questions)

- Q. 1. Fill in the blanks:
- (i) The central point of Taylor's study was.....
 - (ii) Planning is the process of thinking about.....
 - (iii) Economic environment of business is influenced by system.
 - (iv) The main cause of slow progress of India is the lack of
 - (v) Henry Fayol has enunciated..... principles of management.

- Q. 2. Write each answer in one word:
- (i) Is planning a physical exercise?
 - (ii) What is break-even analysis?
 - (iii) Which source of advertisement is to recruitment?
 - (iv) "Management is the development of people and not the direction of things." Who defined this?
 - (v) What is the meaning of Globalisation?

- Q. 3. Match the correct pairs:

'A'

'B'

- | | |
|-------------------------|------------------------------------|
| (a) Working capital | (i) Object of financial management |
| (b) Stock exchange | (ii) Current assets |
| (c) Fixed capital | (iii) Finance work |
| (d) Administrative work | (iv) Long-term |
| (e) Profit maximisation | (v) Listed the securities |
| | (vi) Fixed and working capital |
| | (vii) Purchase of Stock |

- Q. 4. Select the correct answer in the following:

- (A) Post-script is written on:
- (i) Upper left side
 - (ii) Upper right side
 - (iii) Lower left side
 - (iv) In middle

- (B) The first stock exchange was established in India in :
- (i) 1857 (ii) 1877
(iii) 1887 (iv) 1987
- (C) Controlling is related with:
- (i) Result (ii) Work
(iii) Efforts (iv) All of these
- (D) Employment office is the source of recruitment:
- (i) Internal (ii) External
(iii) Internal and external both
(iv) None of the above
- (E) "A plan is a trap to capture the future." Who said this?
- (i) Taylor (ii) Fayol
(iii) George Terry (iv) Allen

Q.5. Answer the following in True or False:

- (i) Capital market and money market both are same.
(ii) Order letter is the answer of quotation letter.
(iii) Dunning is a dislike work.
(iv) Training on the job is practical training.
(v) Deviation is always negative.

Section-B

(Very Short Answer Type Questions)

- Q.6. Explain the four elements of Directing. (Or)
State any four differences between monetary incentives and non monetary incentives.
- Q.7. Write determinants of fixed capital. (any four) (Or)
Write any four administrative functions of financial management.
- Q.8. Write any four functions of Leadership. (Or)
Explain any four barriers to effective communication.
- Q.9. Explain in brief the functional organisation. (Or)
Explain the main factors of delegation of authority.
- Q.10. Write any four advantages of organisation. (Or)
State any four characteristics of formal organisation.

(Short Answer Type Questions)

Q. 11. Rajeev Bhawan, 43. Sony Kunj, Guna received a letter of enquiry from Shiv Pustak Sadan, Shivpuri about the prices of their certain books. Draft a suitable letter of quotation. (Or)

Explain the five parts of business letter.

Q. 12. State five characteristics of primary capital market. (Or)

State the functions of stock exchange. (any five)

Q. 13. Explain the main characteristics of a good control system. (any five)

(Or)

Describe in brief the controlling process.

Q. 14. Explain the importance of staffing. (any five) (Or)

Explain Vestibule training and Internship training.

Q. 15. State five differences between Objects and Policy. (Or)

Write any five advantages of planning.

(Long Answer Type Questions)

Q. 16. Why is consumer protection necessary in India? Write any six causes.

(Or)

Explain any six responsibilities of consumer.

Q. 17. Which points are to be kept in mind while selecting a good name of brand? <http://www.mpboardonline.com> (Or)

State any six characteristics of good packaging.

Q. 18. Explain any six effects of changes in government policy on business and industry. (Or)

Explain the elements of environment.

Q. 19. Give the importance of principles of management. (any six points)

(Or)

Why do workers oppose the scientific management? Write any six causes.

Q. 20. Give the particulars of various stages of management. (Or)

Explain any six main characteristics of management.