

## **CLASS-XII**

**Session: 2024-25**

### **BUSINESS STUDIES**

**(COMMERCE and HUMANITIES GROUP)**

**Time: 3 Hrs**

**Theory: 80 Marks**

**INA: 20 marks**

**Total: 100 Marks**

### **STRUCTURE OF QUESTION PAPER (THEORY)**

1. The question paper will cover whole of the syllabus.
2. 26 Questions will be set in the question paper.
3. All units of the syllabus should be given adequate representation in the question paper.
4. There will be three sections in the paper and all sections will be compulsory.

#### **Section-A**

5. Question No. 1 consists of 20 sub parts (i) to (xx) carrying 1 mark each. Objective type questions may include multiple choice type questions / questions with one word or one sentence / fill in the blanks (with two options regarding fill ups). Answers to questions with one word or one sentence should be given in 1-15 words.

#### **Section-B**

6. Question No. 2 to 17 will carry 2 marks each. Answer of each question should be given in 5-10 lines.

#### **Section-C**

7. Question No. 18 to 26 will carry 4 marks each. Attempt any seven questions from this section. Questions will be set as per unit wise distribution. Answer of these questions should be given in 15 to 20 lines.

**Unit wise division of the Marks**

<b>Unit No.</b>	<b>Name of the Unit</b>	<b>Section - A (1 Mark Question)</b>	<b>Section -B (2 Marks Question)</b>	<b>Section - C (4 Marks Question)</b>
<b>1</b>	<b>Nature And Significance of Management</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>2</b>	<b>Principles of Management</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>3</b>	<b>Business Environment</b>	<b>2</b>	<b>2</b>	<b>-</b>
<b>4</b>	<b>Planning</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>5</b>	<b>Organisation</b>	<b>2</b>	<b>1</b>	<b>1</b>
<b>6</b>	<b>Staffing</b>	<b>2</b>	<b>1</b>	
<b>7</b>	<b>Directing</b>	<b>2</b>	<b>2</b>	<b>1</b>
<b>8</b>	<b>Controlling</b>	<b>1</b>	<b>1</b>	
<b>9</b>	<b>Coordination</b>	<b>2</b>	<b>1</b>	<b>-</b>
<b>10</b>	<b>Business Finance</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>11</b>	<b>Financial Markets</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>12</b>	<b>Marketing</b>	<b>2</b>	<b>2</b>	<b>1</b>
<b>13</b>	<b>Consumer Protection</b>	<b>2</b>	<b>1</b>	<b>1</b>
	<b>Total Marks</b>	<b>1x20=20</b>	<b>2x16=32</b>	<b>4x7=28 (Do Any 7)</b>

**CLASS-XII**  
**BUSINESS STUDIES**  
**Sample Paper 2024-25**  
**(COMMERCE AND HUMANITIES GROUP)**

**Time: 3 Hrs.**

**Max. Marks: 80**

**Sections - A**

**Q. 1 All parts are compulsory. Each question carry one mark:**

**(1x20=20)**

**Multiple choice questions:**

- i. How does the best manager achieve his/her objectives?  
(A) With efficiency (B) With effectiveness  
(C) Both (a) and (b) (D) None of these.
- ii. Appeal against the order of District Forum can be filed in:  
(A) State Commission (B) National Commission  
(C) The Supreme Court of India (D) Any of these
- iii. Which of the following is not a characteristic of business environment?  
(A) Uncertainty (B) Complicated  
(C) Simplicity (D) Dynamic
- iv. Process of organising does not involve \_\_\_\_\_  
(A) Appraisal of a subordinate (B) Departmentalization  
(C) Delegation of authority (D) Determination of inter-relationships
- v. Principles of co-ordination are given by:  
(A) Mary Parker Follett (B) G. R. Terry  
(C) F.W. Taylor (D) Henry Fayol
- vi. \_\_\_\_\_ is believed to be the king of the market.  
(A) Seller (B) Consumer  
(C) Government (D) Labourer
- vii. Which of the following is an element of directing?  
(A) Communication (B) Leadership  
(C) Both (a) and (b) (D) None of these
- viii. Which of the following is not a part of the process of staffing?  
(A) Training and development (B) Promotion and transfer  
(C) Retention (D) Co-ordination

**Answer the following Questions:**

- ix. What is the principle of unity of command?
- x. Are co-ordination and co-operation same concepts?
- xi. What is political environment?
- xii. What is recruitment?
- xiii. What is money market?
- xiv. Define branding.

**Fill in the Blanks:**

- xv. Planning is the \_\_\_\_\_ function of management (first / last)
- xvi. Functional Structure is not suitable to \_\_\_\_\_ Organisations. (small / large)
- xvii. \_\_\_\_\_ is an example of negative motivation. (Demotion / Promotion)
- xviii. A long-term investment decision is called capital \_\_\_\_\_. (budgeting / gearing)
- xix. At break-even point \_\_\_\_\_. ( $TR < TC$  /  $TR = TC$ )
- xx. The best measure for consumer protection is \_\_\_\_\_ (legal Remedies / consumer education)

**Sections - B**

**Attempt all questions from Q no. 2 to 17 which carry 2 marks each.**

**(2x16=32)**

- 2. "Management is a Process". Comment.
- 3. Write any two qualities of a good leader.
- 4. What is meant by Divisional Structure of organisation?
- 5. What is working capital management?
- 6. Briefly explain "Gang Plank".
- 7. What is horizontal communication?
- 8. Describe any two effects of demonetisation in India.
- 9. What do you mean by procedures?
- 10. Write any two points of importance of Co-ordination in a business organisation.
- 11. What are internal sources of recruitment?
- 12. 'Packaging is a silent salesman'. Comment.
- 13. Explain any two benefits of globalisation to India.
- 14. Explain any two protective functions of SEBI.
- 15. 'Control implies taking action'. Explain.
- 16. Who is a sandwich man in advertising?
- 17. Who is a "consumer" according to the Consumer Protection Act, 2019?

**Sections - C**

**Do any seven questions out of nine questions. Each question carries 4 marks. (4x7=28)**

- 18. State any four characteristics of management.
- 19. "Delegation is a key element in effective organising". How?
- 20. Discuss in brief four main points of importance of planning.
- 21. Write any four rights of consumer.
- 22. Write benefits of scientific management.
- 23. Discuss any four differences between primary market and secondary market.
- 24. Discuss in brief any four main objectives of financial management.
- 25. Explain various steps involved in the process of controlling.
- 26. Briefly describe the four elements of marketing mix.