HAR GHAR PATHSHALA

FIRST TERM ASSESSMENT EXAMINATION ,SEPTEMBER 2021

CLASS XII

SUBJECT BUSINESS STUDIES

PATTERN OF QUESTION PAPER AND DISTRIBUTION OF MARKS

PAPER PATTERN

1 There are two sections in Question paper, Section A and Section B
2 Section A comprises 20 multiple choice questions of 1 mark each.
3 Section B comprises 3 questions of 2 marks each.
4 Question No. 5 and 6 are medium answers of 3 marks each.
5 Question No. 7 and 8 are long answers of 4 marks each.
6 Question No. 9 and 10 are very long answers of 5 marks each.

DISTRIBUTION OF MARKS

UNIT	UNIT NAME	CHAPTER NAME	1 MARKS	2 MARKS	3 MARKS	4 MARKS	5 MARKS	TOTAL MARKS
1	Management	An Introduction	4*1=4					4
2	Principles of Management	Natrue And significance	3*1=3	2*2=4				7
4	Planning	Planning	2*1=2	1*2=2				4
5	Organising	Authority And delegation	3*1=3		2*3=6			9
6	Staffing	Staffing	1*1=1					1
		Recruitment	1*1=1					1
		Training and development				4*1=4		4
7	Directing	Directing	1*1=1			4*1=4		5
		Motivation	1*1=1				5*1=5	6
		Communication	1*1=1					1
8	Controlling	Importance And process	3*1=3				5*1=5	8
								50

Deleted topics
10+2 Business Studies, September 2021

Unit -I	Coordination , Nature and Importance.	
Unit- IV	Planning	
		Types of Plans (Objectives, strategy, policy,rules,budget and programme.
Unit - V	Organisation	
		Organisation structure , Formal and Informal organisation.
VI	Staffing	Staffing as a part of Human Resource management.
		Steps in staffing process.
Unit - VII	Directing	Formal and Informal communication.
		Barriers of effective communication.
Unit -VIII	Controlling	Techniques of controlling budgetary control.

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