

**INTERNATIONAL INDIAN SCHOOL, RIYADH**

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**CLASS : XII**

**SUBJECT: BUSINESS STUDIES**

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**CH. 1 : NATURE AND SIGNIFICANCE OF MANAGEMENT**

1. How can you say Management is a series of continuous on going functions?
2. Define Management.
3. How is Management multidimensional?
4. Survival and growth of business depends upon its Management. Discuss the importance of Management.
5. Explain Management as an Art and Science.
6. Mr. Ajay is working as C.E.O. of HCL Ltd. To which level of Management he belongs? What are his basic functions?
7. Mrs. Dipthi works as Regional Manager in Satyam Ltd. What are her basic functions?
8. Mr. Arpit works as a Foreman in a company. What will be his basic functions?

9. 'Coordination is the essence of Management'. Explain.
  10. Discuss the basic features of Management as a profession.
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## **CH. 2 : PRINCIPLES OF MANAGEMENT**

1. Explain the significance of Principles of Management.
  2. Discuss the Principles of Scientific Management.
  3. Differentiate between Unity of Command and Unity of Direction.
  4. Bring out differences between Contributions of Taylor and Fayol.
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## **CH. 3 : BUSINESS ENVIRONMENT**

1. Explain importance of Business Environment.
2. Explain the various Dimensions of Business Environment.

3. Explain :- a) Liberalisation                      b) Privatisation  
c) Globalisation
4. Discuss the impact of Govt. policy changes on business and industry.

## CH. 4 : PLANNING

1. Discuss the features of planning.
2. 'Is planning worth the huge Costs Involved'. Explain
3. Though planning works out details for the future why it does not ensure success?
4. Explain the planning process.
5. Discuss Objectives, Rule, Policy and Procedure as a type of Plan?

## CH. 5 : ORGANISING

1. Define organizing. Give its significance.
2. Discuss the steps involved in Organizing Process.

3. Differentiate between Functional Structure and Divisional Structure.
  4. How Informal Organisation supports Formal Organisation?
  5. Differentiate between Formal and Informal Organisation.
  6. Explain Importance of Delegation.
  7. Bring out difference between various elements of delegation.
  8. Explain the importance of Decentralisation .
  9. Differentiate between Delegation and Decentralisation.
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#### **CH. 6 : STAFFING**

1. What is the need for staffing.
2. Explain the staffing process.
3. Discuss Merits and Limitations of Internal Sources of Recruitment.
4. Why Organisations go to external Sources of Recruitment.
5. Discuss the various External Sources.
6. Explain Selection Process.
7. Give Importance of Training to Organisation and Employees.
8. Explain the various Training Methods.

## CH. 7 : DIRECTING

1. Explain the Importance of Directing function.
2. Discuss the Role of Supervisor in an Organisation/
3. Explain the various Styles of Leadership.
4. Explain the Maslow's Need Hierarchy Theory of Motivation.
5. Give Importance of Motivation.
6. What are Financial Incentives? Discuss the various Financial Incentives used.
7. Discuss the various non financial Incentives used by Organisations to motivate employees.
8. Discuss the various barriers to Communications.
9. How to improve Communication effectiveness.
10. Discuss the qualities of a good leader.

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