

[REF]  
**Whitefield International College**  
Town Planning, Nayabazar, Kathmandu

**ASSIGNMENT 1**

Class: XII  
Subject: Business Studies

F.M-100  
P.M.-40

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**Group 'A'**

**Attempt any eight questions.**

**8X8=64**

1. Define management. State and explain the major features of management. 2+6=8
2. What is management? Differentiate between administration and management. 2+6=8
3. Briefly explain the levels of management. 8
4. Explain the principles of Taylor's Scientific Management theory. 8
5. List and describe the contribution of Henry Fayol to the field of Management. 2+6=8
6. What is planning? Explain the features of planning. 2+6=8
7. What is organizing? State and explain its importance. 2+6=8
8. What do you understand by functional organization? Explain any three advantages and three disadvantages of it. 2+6=8
9. Differentiate between authority and responsibility. 8
10. Describe the organizing process. 8

**Group 'B'**

**Attempt any two questions.**

**18X2=36**

11. What is departmentation? Explain the methods of departmentation. 2+16=18
12. Define planning. Discuss the various steps involved in planning process. 2+16=18
13. Explain the principles and contribution of Fayol's administrative management theory. 9+9=18

**All the Best**

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**ASSIGNMENT 2**

Class: XII  
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**Group 'A'**

**Attempt any eight questions.**

**8X8=64**

1. What is management? Explain its characteristics.
2. Explain briefly about the levels of management with its functions.
3. Describe briefly about the types of planning.
4. List & describe the various steps of making effective decision.
5. Explain the various components of direction.
6. Why motivation is necessary in an organization? Explain.
7. What is autocratic leadership? Explain its merits & demerits.
8. Describe the various functions of a managerial leader.
9. What are the factors affecting for supervision?
10. What is supervision? Explain its characteristics.

**Group 'B'**

**Attempt any two questions.**

**18X2=36**

11. What is management? Clarify management as a science, an art & a profession.
12. Explain the principles & contribution of Frederick Winslow Taylor in the field of management & also write some of its limitations.
13. Why is planning? Explain the various steps involved in planning process & also explain the benefits of planning.

**All the Best**

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**ASSIGNMENT 3**

Class: XII  
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**Group "A"**

Answer the following short question. (Any Eight) (8x8=64)

1. What is management? Explain the features of management .(2+6=8)
2. List and describe the major functions of management.
3. Briefly explain levels of management.
4. What is planning? Explain the features of planning.
5. State and explain the needs of planning.
6. What is organizing? Explain any 6 principles of organizing.
7. Describe the major steps involved in organizing process.
8. What do you mean by line organization? Explain any 4 merits and demerits.
9. Explain the major importance and limitations of planning
10. What is delegation of authority? Why is it necessary for smooth functioning in an organization?

**Group "B"**

(Long Question)

Attempt any 2 Questions (2x18=36)

1. Define management? Clarify management as a science, an art and a profession? (2+16=18)
2. What is departmentation ?Explain the methods of departmentation.(2+16=18)
3. Explain line and staff organization and functional organization along with its merits and demerits.(9+9=18)

**All the Best**

[REF]  
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**ASSIGNMENT 4**

Class: XII  
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**Group "A"**

Attempt any eight questions:

8x8=64

1. What do you understand by management? Explain the functions of management?
2. Define management as both a science and an art.
3. Explain the various levels of management.
4. List and describe the principles of F.W. Taylor to the field of management.
5. Explain the need and limitations of planning.
6. What do you understand by line organization? Explain its merits and demerits.
7. What do you mean by delegation of authority? Why is it necessary for smooth functioning in an organization?
8. Differentiate between Delegation of Authority and Decentralization of authority.
9. What is decision making? Explain the nature of decision making.
10. Explain the various process of planning

**Group "B"**

(Long Question Answer)

Attempt any two questions.

18x2=36

1. What is departmentation? Explain the methods of departmentation.
2. Explain the various principles and contributions of Henry Fayol in administrative management theory.
3. What do you understand by organizing? Explain the principles of organizing.

**All the Best**

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**Whitefield International College**  
Town Planning, Nayabazar, Kathmandu

**ASSIGNMENT 5**

Class: XII  
Subject: Business Studies

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**Group "A"**

Answer the following short question. (Any Eight) (8x8=64)

1. What is management? Explain the features of management .(2+6=8)
2. List and describe the major functions of management.
3. Briefly explain levels of management.
4. What is planning? Explain the features of planning.
5. State and explain the needs of planning.
6. What is organizing? Explain the organizing process.
7. Describe the major steps involved in organizing process.
8. What do you mean by line organization? Explain any 3 merits and 3 demerits.
9. Explain the principles of Taylor's Scientific management.
10. What is delegation of authority? Why is it necessary for smooth functioning in an organization?

**Group "B"**

(Long Question)

Attempt any 2 Questions (2x18=36)

1. Define management? Clarify management as a science, an art and a profession? (2+16=18)
2. What is departmentation ?Explain the methods of departmentation.(2+16=18)
3. Explain the Henry Fayol's principles of management. 18

**All the Best**