

KALINGA COLLEGE OF COMMERCE

HOLIDAY HOME WORK

SUBJECT- BUSINESS STUDIES AND MANAGEMENT

CLASS- +2 2ND YEAR COMMERCE

1. Pick out the difficult words of **chapter-1** “ Nature and scope of management”?
2. Memorise the definition given by:-
 - **Mary parker Follet**
 - **Koontz ‘O’ Donnel**
 - **Louis A.Allen**
 - **Henry Fayol**
 - **F.W. Taylor**
3. Which definition do you like most and why?
4. What is management?
5. What are the 7 M’s of Business?
6. Give the three levels of management?
7. How many branches of management are there?
8. Is management universal?
9. Explain the meaning of the word “**Dynamic**”.
10. What are the four factors of production?
11. What is Authority?
12. How can you know whether management is good or poor?
13. Distinguish between efficiency & effectiveness?
14. What is administration?
15. How does management reduce cost of operation?
16. What is front line management?
17. What are the function of management
18. What is Planning?
19. What is Organising?
20. What is Staffing?
21. What is Directing?
22. What is Controlling?
23. What is the essence of management?

QUESTION PAPER PATTERN FOR UNIT TEST

Question carrying marks	No. Of question	Total mark
1mark very short-type	6	6
3mark	2	6
8mark	1	8
Total	9	20

- Note:-
1. All the short question of BSM shall come from above questions.
 2. Question carrying 3mark shall come from class note dictated by the teacher
 3. Question carrying 8mark from Printed note(KCC).