

PM SHRI KV NO.2 BHOPAL
WINTER HOLIDAY HOMEWORK 2024-25

Subject :Economics

class :12

Day 1

Chapter 1: INDIAN ECONOMY ON THE EVE OF INDEPENDENCE and foreign exchange rate

Part: A

1. What was the focus of the economic policies pursued by the colonial government in India? What were the impacts of these policies?
2. Name some notable economists who estimated India's per capita income during the colonial period.
3. What were the main causes of India's agricultural stagnation during the colonial period?
4. Name some modern industries which were in operation in our country at the time of independence.
5. What was the two-fold motive behind the systematic deindustrialisation effected by the British in pre-independent India?
6. The traditional handicrafts industries were ruined under the British rule. Do you agree with this view? Give reasons in support of your answer.
7. What objectives did the British intend to achieve through their policies of infrastructure development in India?
8. Critically appraise some of the shortfalls of the industrial policy pursued by the British colonial administration.
9. What do you understand by the drain of Indian wealth during the colonial period?
10. Which is regarded as the defining year to mark the demographic transition from its first to the second decisive stage?
11. Give a quantitative appraisal of India's demographic profile during the colonial period.
12. Highlight the salient features of India's pre-independence occupational structure.
13. Underscore some of India's most crucial economic challenges at the time of independence.
14. When was India's first official census operation undertaken?
15. Indicate the volume and direction of trade at the time of independence.
16. Were there any positive contributions made by the British in India?

Part :B

1. Define foreign exchange and foreign exchange rate.
2. Explain fixed exchange rate system with two merits and demerits.
3. Explain flexible exchange rate system with two merits and demerits.
4. Explain manage floating exchange rate system
5. write any three sources of demand of foreign exchange.
6. If any economy has currency depreciation then what is its impact on exports and imports.

DAY 2

Chapter 2: INDIAN ECONOMY 1950–1990 and GOVERNMENT BUDGET

PART :A

1. Define a plan.
2. Why did India opt for planning?
3. Why should plans have goals?
4. What are High Yielding Variety (HYV) seeds?
5. What is marketable surplus?
6. Explain the need and type of land reforms implemented in the agriculture sector.
7. What is Green Revolution? Why was it implemented and how did it benefit the farmers? Explain in brief.
8. Explain 'growth with equity' as a planning objective.
9. Does modernisation as a planning objective create contradiction in the light of employment generation? Explain.
10. Why was it necessary for a developing country like India to follow self-reliance as a planning objective?
11. What is sectoral composition of an economy? Is it necessary that the service sector should contribute maximum to GDP of an economy? Comment.
12. Why was public sector given a leading role in industrial development during the planning period?
13. Explain the statement that green revolution enabled the government to procure sufficient food grains to build its stocks that could be used during times of shortage.

14. While subsidies encourage farmers to use new technology, they are a huge burden on government finances. Discuss the usefulness of subsidies in the light of this fact.

15. Why, despite the implementation of green revolution, 65 per cent of India's population continued to be engaged in the agriculture sector till 1990?

16. Though public sector is very essential for industries, many public sector undertakings incur huge losses and are a drain on the economy's resources. Discuss the usefulness of public sector undertakings in the light of this fact.

PART:B

1. Define government budget

2. What are the components of the government budget

3. Differentiate between revenue receipts and capital receipts

4. Differentiate between revenue expenditure and capital expenditure

5. Differentiate between direct tax and indirect tax

6. Define following also write formula

Revenue deficit

Fiscal deficit

Primary deficit

DAY 3

Chapter :3: ECONOMIC REFORMS SINCE 1991 AND MONEY AND BANKING

PART:A

1. Why were reforms introduced in India?

2. Why is it necessary to become a member of WTO?

3. Why did RBI have to change its role from controller to facilitator of financial sector in India?

4. How is RBI controlling the commercial banks?

5. What do you understand by devaluation of rupee?

6. Distinguish between the following (i) Strategic and Minority sale (ii) Bilateral and Multi-lateral trade (iii) Tariff and Non-tariff barriers.

7. Why are tariffs imposed?

8. What is the meaning of quantitative restrictions?

9. Those public sector undertakings which are making profits should be privatised. Do you agree with this view? Why?

10. Do you think outsourcing is good for India? Why are developed countries opposing it? 11. India has certain advantages which makes it a favourite outsourcing destination. What are these advantages?

12. Do you think the Navratna policy of the government helps in improving the performance of public sector undertakings in India? How?

13. What are the major factors responsible for the high growth of the service sector?

14. Agriculture sector appears to be adversely affected by the reform process. Why?

15. Why has the industrial sector performed poorly in the reform period?

16. Discuss economic reforms in India in the light of social justice and welfare.

PART:B

1. What are the major limitations of barter system.

2. What are the main functions of money

3. What do you mean by money supply.

(Write the formula of M1)

4. Explain the process of credit creation with the help of an imaginary example

5. What are the main functions of the central bank.

6. Explain following

A. Bank of issue

B. Banker's Bank

C. RBI as a controller

D. Government bank

DAY 4

Chapter :4: HUMAN CAPITAL FORMATION IN INDIA AND AD AND AS

PART :A

1. What are the two major sources of human capital in a country?

2. What are the indicators of educational achievement in a country?
3. Why do we observe regional differences in educational attainment in India?
4. Bring out the differences between human capital and human development.
5. How is human development a broader term as compared to human capital?
6. What factors contribute to human capital formation?
7. How government organisations facilitate the functioning of schools and hospitals in India?
8. Education is considered to be an important input for the development of a nation. How?
9. Discuss the following as a source of human capital formation (i) Health infrastructure (ii) Expenditure on migration.
10. Establish the need for acquiring information relating to health and education expenditure for the effective utilisation of human resources.
11. How does investment in human capital contribute to growth?
12. 'There is a downward trend in inequality world-wide with a rise in the average education levels'. Comment.
13. Examine the role of education in the economic development of a nation.
14. Explain how investment in education stimulates economic growth.
15. Bring out the need for on-the-job-training for a person.
16. Trace the relationship between human capital and economic growth.
17. Discuss the need for promoting women's education in India.
18. Argue in favour of the need for different forms of government intervention in education and health sectors.
19. What are the main problems of human capital formation in India?
20. In your view, is it essential for the government to regulate the fee structure in education and health care institutions? If so, why?

PART:B

1. What are the components of aggregate demand and aggregate supply
2. Write consumption function and saving function in equational form.
3. Derive saving curve from consumption curve
4. Explain the condition of inflationary gap with diagram and also suggest 3 remedial steps taken by government to correct the situation.
5. Explain the condition of deflationary gap and also suggest 4 major should be taken by RBI to correct the situation.
6. What do you mean by over employment explain with diagram.
7. What do you mean by under employment explain with diagram.
8. Write the difference between induced investment and autonomous investment.
9. Show the equilibrium in between AD and AS and S and I within imaginary example.

DAY:5

Chapter :5: RURAL DEVELOPMENT AND NATIONAL INCOME

PART :A

1. What do you mean by rural development? Bring out the key issues in rural development.
2. Discuss the importance of credit in rural development.
3. Explain the role of micro-credit in meeting credit requirements of the poor.
4. Explain the steps taken by the government in developing rural markets.
5. Why is agricultural diversification essential for sustainable livelihoods?
6. Critically evaluate the role of the rural banking system in the process of rural development in India.
7. What do you mean by agricultural marketing?
8. Mention some obstacles that hinder the mechanism of agricultural marketing.
9. What are the alternative channels available for agricultural marketing? Give some examples.
10. Distinguish between 'Green Revolution' and 'Golden Revolution'.
11. Do you think various measures taken by the government to improve agricultural marketing are sufficient? Discuss.
12. Explain the role of non-farm employment in promoting rural diversification.
13. Bring out the importance of animal husbandry, fisheries and horticulture as a source of diversification.

14. 'Information technology plays a very significant role in achieving sustainable development and food security' — comment.

15. What is organic farming and how does it promote sustainable development?

16. Identify the benefits and limitations of organic farming.

17. Enlist some problems faced by farmers during the initial years of organic farming.

18. "Jan-Dhan-Yojna helps in the rural development." Do you agree with this statement? Explain

PART:B

1. Show the circular flow of national income in two sector economy

2. Differentiate following

A. Intermediate good and final good

B. Domestic income and national income

C. Real flow and money flow

D. Stock and flow

F. Conjunction good and capital good

F. Leakage and injections

3. Define following

A. Green GDP

B. GDP deflator

C. GDP and externality

D. GDP and welfare

5. Explain the problem of double counting with example. And how to avoid the problem of double counting.

6. Explain in the form of flowchart value added method, income method and expenditure method. And also state four precautions of all three methods.

DAY 6

Chapter :6: EMPLOYMENT : GROWTH, INFORMALISATION AND OTHER ISSUES

1. Who is a worker?

2. Define worker-population ratio.

3. Are the following workers — a beggar, a thief, a smuggler, a gambler? Why

4. Find the odd man out (i) owner of a saloon (ii) a cobbler (iii) a cashier in Mother Dairy or Milk Cooperative Society of your area (iv) a tuition master (v) transport operator (vi) construction worker.

5. The newly emerging jobs are found mostly in the sector (service/manufacturing).

6. An establishment with four hired workers is known as (formal/informal) sector establishment.

7. Raj is going to school. When he is not in school, you will find him working in his farm. Can you consider him as a worker? Why?

8. Compared to urban women, more rural women are found working. Why?

9. Meena is a housewife. Besides taking care of household chores, she works in the cloth shop which is owned and operated by her husband. Can she be considered as a worker? Why?

10. Find the odd man out (i) rickshaw puller who works under a rickshaw owner (ii) mason (iii) mechanic shop worker (iv) shoeshine boy.

11. The following table shows distribution of workforce in India for the year 1972-73. Analyse it and give reasons for the nature of workforce distribution. You will notice that the data is pertaining to the situation in India about 50 years ago.

Place of Residence	Workforce (in millions)		
	male	female	total
rural	125	69	195
urban	32	7	39

12: The following table shows the population and worker population ratio for India in 1999-2000. Can you estimate the workforce (urban and total) for India?

Region	Estimates of population (crores)	Worker population ratio	Estimated no of workers in (crores)
Rural	71.88	41.9	
Urban	28.52	33.7	
total	100.40	39.5	

13. Why are regular salaried employees more in urban areas than in rural areas?
14. Why are less women found in regular salaried employment?
15. Analyse the recent trends in sectoral distribution of workforce in India.
16. Compared to the 1970s, there has hardly been any change in the distribution of workforce across various industries. Comment.
17. Do you think that during 1950-2010 employment generated in the country is commensurate with the growth of GDP in India? How?
18. Is it necessary to generate employment in the formal sector rather than in the informal sector? Why?
19. Victor is able to get work only for two hours in a day. Rest of the day, he is looking for work. Is he unemployed? Why? What kind of jobs could persons like Victor be doing?
20. You are residing in a village. If you are asked to advice the village panchayat, what kinds of activities would you suggest for the improvement of your village which would also generate employment.
21. Who is a casual wage labourer?
22. How will you know whether a worker is working in the informal sector?

DAY:7

Chapter :7 ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

1. What is meant by environment?
2. What happens when the rate of resource extraction exceeds that of their regeneration?
3. Classify the following into renewable and non-renewable resources (i) trees (ii) fish (iii) petroleum (iv) coal (v) iron-ore (vi) water.
4. Two major environmental issues facing the world today are _____ and _____.
5. How do the following factors contribute to the environmental crisis in India? What problem do they pose for the government? (i) Rising population (ii) Air pollution (iii) Water contamination (iv) Affluent consumption standards (v) Illiteracy (vi) Industrialisation (vii) Urbanisation (viii) Reduction of forest coverage (ix) Poaching, and (x) Global warming.
6. What are the functions of the environment?
7. Identify six factors contributing to land degradation in India.
8. Explain how the opportunity costs of negative environmental impact are high.
9. Outline the steps involved in attaining sustainable development in India.
10. India has abundant natural resources —substantiates the statement.
11. Is environmental crisis a recent phenomenon? If so, why?
12. Give two instances of (a) Overuse of environmental resources (b) Misuse of environmental resources.
13. State any four pressing environmental concerns of India.
14. Correction for environmental damages involves opportunity costs — explain?
15. Explain how the supply-demand reversal of environmental resources accounts for the current environmental crisis.
16. Highlight any two serious adverse environmental consequences of development in India. India's environmental problems pose a dichotomy — they are poverty induced and, at the same time, due to affluence in living standards — is this true?
17. What is sustainable development?
18. keeping in view your locality, describe any four strategies of sustainable development.
19. Explain the relevance of intergenerational equity in the definition of sustainable development.

DAY 8

Chapter 8: COMPARATIVE DEVELOPMENT EXPERIENCES OF INDIA AND ITS NEIGHBOURS

1. Why are regional and economic groupings formed?
2. What are the various means by which countries are trying to strengthen their own domestic economies?
3. What similar developmental strategies have India and Pakistan followed for their respective developmental paths?
4. Explain the Great Leap Forward campaign of China as initiated in 1958.
5. China's rapid industrial growth can be traced back to its reforms in 1978. Do you agree? Elucidate.
6. Describe the path of developmental initiatives taken by Pakistan for its economic development.

7. What is the important implication of the 'one child norm' in China?
8. Mention the salient demographic indicators of China, Pakistan and India.
9. Compare and contrast India and China's sectoral contribution towards GVA/GDP. What does it indicate?
10. Mention the various indicators of human development.
11. Define the liberty indicator. Give some examples of liberty indicators.
12. Evaluate the various factors that led to the rapid growth in economic development in China.
13. Group the following features pertaining to the economies of India, China and Pakistan under three heads • One-child norm • Low fertility rate • High degree of urbanisation • Mixed economy • Very high fertility rate • Large population • High density of population • Growth due to manufacturing sector • Growth due to service sector.
14. Give reasons for the slow growth and re-emergence of poverty in Pakistan.
15. Compare and contrast the development of India, China and Pakistan with respect to some salient human development indicators.
16. Comment on the growth rate trends witnessed in China and India in the last two decades.
17. Fill in the blanks
 - (a) First Five Year Plan of _____ commenced in the year 1956. (Pakistan/China)
 - (b) Maternal mortality rate is high in _____. (China/ Pakistan)
 - (c) Proportion of people below poverty line is more in _____. (India/Pakistan)
 - (d) Reforms in _____ were introduced in 1978. (China/ Pakistan)

DAY 9 &10: recheck already done work

Class XII - English

Solve three sample papers as already provided to you in a separate notebook or loose ruled sheet.

Revise all the important concepts as discussed in the class with their value points.

Read all the chapters for better understanding.

Revise all the formats from the writing skills.

In case of any doubt or difficulty, be in touch with the teacher concerned.

WINTER BREAK HOMEWORK
2024-25
CLASS XII
BUSINESS STUDIES (054)

1. Complete the project work.

2. Solve 3 CBSE SAMPLE PAPER 2024-25 in home work notebook.

3. Practice of Case based questions.

4. Learn the given topics

Q. N.		MARKS
1	Effectiveness & Efficiency	
2	Objectives of Management	
3	Level of Management & Their Functions	
4	Nature of Management : Art, Science & Profession	
5	Functions of Management & Find the function in case Study	
6	Principles of Henry Fayol	
7	Scientific Principal by F.W. Taylor	
8	Function Foremanship Scientific Technique	
9	Method Study	
10	Features of Business Environment	
11	Dimension of Business Environment	
12	Type of Plan	
13	Organisational Structure – Functional & Divisional Structure	
14	Meaning of Authority, Responsibility & Accountability	
15	Difference between Formal & Informal Structure	
16	Difference between Delegation & Decentralisation	
17	Sources of Recruitment – Internal & External Sources	
18	Advantage of Training	
19	Method of Training – On the Job & Off the Job	
20	Maslow's Need Hierarchy Theory of Motivation with case Studies	
21	Financial & Non Financial Incentives	
22	Leadership Styles	
23	Communication Barriers & How to overcome	
24	Difference between Formal & Informal Communication	
25	Relationship of Planning & Controlling – Forward & Backward Looking	
26	Process 1. Planning Process 2. Organising Process 3. Staffing Process 4. Selection Process 5. Controlling Process	
27	Features: 1. Management 2. Planning 3. Controlling	

28	Limitation of Planning	
29	Importances: 1. Management 2. Planning 3. Delegation	
30	Function of Financial Market	
31	Function of SEBI - Protection, Regulatory & Development Functions	
32	Difference between Money Market & Capital Market with examples	
33	Difference between Primary Market & Secondary Market with examples	
34	Investment Decision & Affecting Factors	
35	Financing Decision & Affecting Factors	
36	Dividend Decision & Affecting Factors	
37	Factors affecting Fixed Capital	
38	Factors affecting Working Capital	
39	Marketing Philosophies	
40	Function of Marketing	
41	Marketing Mix & how to identify the Type of Marketing Mix	
42	How to decide the Price	
43	Product Mix – Branding, Labelling, Packing	
44	Sale Promotional Techniques	
45	Distribute Channel	
46	Promotion Mix – Advertising, Personal Selling	
47	Consumer's Right	
48	Redressal Agency Under CPA	
49	Remedies Available under CPA	
50	Responsibilities of Customers	

4 QUICK REVISION
PART A:
CH.6 STAFFING

The term staffing is concerned with the recruitment, selection, placement, training, growth and development of all the members of the organization. Placing the right person on the right job at the right time is called staffing. **Importance of staffing**

1. Competent personnel – Staffing helps to find out competent persons for various jobs.
2. Higher performance by placing the right person on the right job.
3. Survival and growth of the business by providing proper training and development to the future managers.
4. Optimum utilization of human resources by ensuring the right number of persons on each job position, i.e., excess or shortage of staff is harmful to the business.

5. Job satisfaction and morale of employees can be improved through proper assessment and remuneration policies.

Staffing Process (Steps in staffing process)

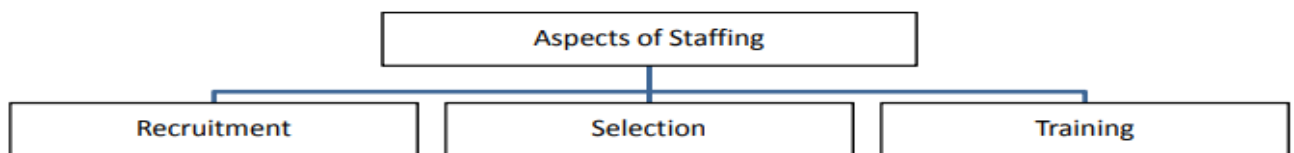


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Aspects of Staffing – There are three important elements of staffing:



RECRUITMENT

Meaning: Recruitment is the process of searching for perspective employees and stimulating them to apply for jobs in the organisation.

Sources of Recruitment Internal Sources – Recruitment from within the organization is called internal sources of recruitment.

SOURCES: TRANSFER AND PROMOTION

External Sources of Recruitment –

It refers to the recruitment of candidates from outside the organization.

1. Direct recruitment – Under this method a notice is published on the notice board of the enterprise regarding job vacancies. The candidates are assembled on a particular date and the selection is done on the spot
2. Casual callers from waiting list – Most of the employers are maintaining a database with details of applications received from casual applicants and it may be used as a source of recruitment.
3. Advertisement – It is the most effective means to search potential employees from outside the organization.
4. Employment Exchanges – This is a network of employment exchanges run by the government. Job seekers get themselves registered with these exchanges and their names will be supplied to the business organizations on the basis of their requisition.
5. Placement Agencies and Personnel Consultants – Some specialized agencies in the form of personnel consultancy services have been developed in recent times. These agencies also undertake total functions of recruiting and selecting personnel on behalf of the employer and they charge fees for these services.
6. Campus interviews – Many organizations conduct preliminary search of employees by conducting campus interviews in universities and colleges.

7. Recommendations of Present Employees – Some employers treat the recommendations of their present employees as a useful source of recruitment. This ensures reliability and suitability for the post and it helps in boosting the morale of existing employees.
8. Labour Contractors – This is a method of hiring skilled, semi-skilled and unskilled workers. The contractors keep in touch with a large number of workers and bring them at the places where they are required.
9. Advertising on Television – This method of recruitment is gaining importance these days. The detailed requirements of the job and the qualities required to do the job are published by the organisations through television.
10. Web Publishing – It is now a common source of external recruitment. There are certain sites like www.naukri.com, www.jobstreet.com etc. provide detailed information for both job seekers and job providers.

Advantages of External Sources

1. Qualified and experienced personnel
2. Wide Choice
3. Fresh Talent – infusion of new blood
4. Competitive Spirit - Element of competition with the internal candidates.

Limitations of External Sources

1. Dissatisfaction and frustration among existing
2. Time consuming.
3. Very costly.
4. Uncertainty that the qualified and experienced personnel may be appointed.

Differences between Recruitment and Selection

Recruitment	Selection
1. Searching for candidates	Choosing the right person among the candidates
2. Positive process	Negative process
3. Aims to create a large pool of applicants	Aims to ensure most competent people for jobs
4. It is a simple process	It is a complex process

Selection Process

- 1. Preliminary screening** – A careful screening of applications is done by a screening committee to eliminate the under qualified candidates.
- 2. Selection Test** – Tests are conducted to know the level of ability, knowledge, interest, aptitude etc. of a particular candidate. These tests may be of different types:
 - a. Intelligence test** – To measure the level of intelligence.
 - b. Trade Test** – This test is conducted to check whether the candidate is suitable for that particular trade. For example, to select a driver, candidates' knowledge and technical skill in driving are tested.
 - c. Aptitude test** – To measure the potential for learning new skills.
 - d. Interest test** – To check the interest or involvement of a person on the job. e. Personality test – To evaluate an individual's emotions, reactions, maturity, values etc.
- 3. Interview** – Detailed interviews are undertaken to seek more information from the candidate. This gives the employer to observe the candidate and to assess his level of confidence to take up the job. Usually it is done by an expert interview board.
- 4. Checking References** – Reference is a source from which useful information on the candidate can be sought. It may be the names of some outstanding persons, teachers, present employees etc. who know about his experience, skill ability, character etc.

5. Selection decision – Final decision is made by the concerned manager based on the performance of the candidates in all the above steps.

6. Medical Examination – The physical fitness of the candidates is checked through medical examination. Some organizations undertake medical examination even before testing, for example, armed force, Police etc.

7. Job offer – After a candidate has cleared all the above hurdles will be appointed through an appointment letter to join the organisation before a specific date.

8. Contract of employment – After the appointment is accepted by the candidate, certain documents are to be executed by the employer and the candidate, in which all the terms and conditions regarding the employment will be specified such as job title, duties and responsibilities, pay scale, allowances, work rules, termination method etc.

TRAINING & DEVELOPMENT

Training – “Training is the art of increasing the knowledge and skill of an employee for doing a particular job.” Its purpose is to enable them to do their jobs better. A capable and competent person may not do the best on his job unless he is systematically trained.

Development – It involves the growth of an employee in all respects, like personality development, motivation for growth, career planning etc. Thus employee development is more future oriented and concerned with education than employee training.

Importance of Training and Development

Benefits to the Organisation	Benefits to the Employees
1. Reduce wastages	1. Better career prospects through improvement in skills and knowledge
2. Enhance productivity	2. Higher earnings through better performance
3. Equips the future managers	3. Less accidents due to higher efficiency
4. Reduces absenteeism and employee turnover	4. Increased employee morale and job satisfaction
5. Effective response towards changing environment	

Difference between Training and Development

Training	Development
1. It is an organised activity of increasing knowledge and skills	1. It is a process of learning and growth
2. It enables the employees to do the job better	2. It enables the overall growth of an employee
3. It is limited in scope	3. It is a wider term and includes education and training
4. It is a job-oriented process	4. It is a career oriented process

Training Methods

1. On the job Training – Under this method training is imparted among the employees while they are engaged in their work. Here the employees learn by doing. It includes job rotation, apprenticeship, coaching, committee assignments etc.

a. Apprenticeship Programmes – Under this, both knowledge and skills in doing a job are imparted. Here the trainee is put under the supervision of an experienced person in this field. This method is more suitable in electrical work, mining etc.

b. Coaching – In this method, a senior manager guides and instructs the trainee as a coach. The coach periodically reviews the progress made by the trainees and suggests change if required.

c. **Internship Training** – According to this, a vocational institute enters into an arrangement with a business enterprise to provide practical knowledge to its students. It is intended for providing practical experience to the students in their fields. For example, MBA students are directed to undertake project work in business enterprises, engineering students are sent to big industrial enterprises to gain practical work experience, Medical students to hospitals etc.

d. **Job Rotation** – The trainee is systematically shifted to various jobs so that he can gain the experience on each of them.

2. Off the Job Training – This is concerned with imparting training to employees outside the actual work place. The methods adopted include class room lectures, conferences, case study methods, films, TV shows, etc. The employees can concentrate on training alone since they are away from the work place.

a. Classroom lectures / conferences – It is suitable to convey information, rules, procedures and methods.

b. Film shows – It can be used to provide information through demonstration.

c. Case study – Cases are actual experiences which managers confronted while discharging their duties. Trainees are asked to study the case and to determine the problems and their solutions.

d. Computer modelling – With the help of computer programming the realities of jobs are imitated and the trainees get an opportunity to familiarise the situation, so that they will be able to minimise the mistakes in real job situations. E.g., a computer model can be used to test how safe the design of the car is in a crash, building demolition etc.

e. Vestibule Training – In this case an actual work situation is created in a classroom. Employees use the same materials and equipment for training. f. Programmed instructions – This is a method of presenting a new subject to the trainees in a graded sequence (simple to complex). Trainees work through the programmed material (text books or computer programs) by themselves at their own speed and after each step test their comprehension by answering some question

CH.7 DIRECTING:

DIRECTING Meaning: Directing is the process of activating human resources to achieve the objectives of the business. The word directing literally means moving into action. According to Earnest Dale,

“Directing is telling people what to do and seeing that they do it to the best of their ability.

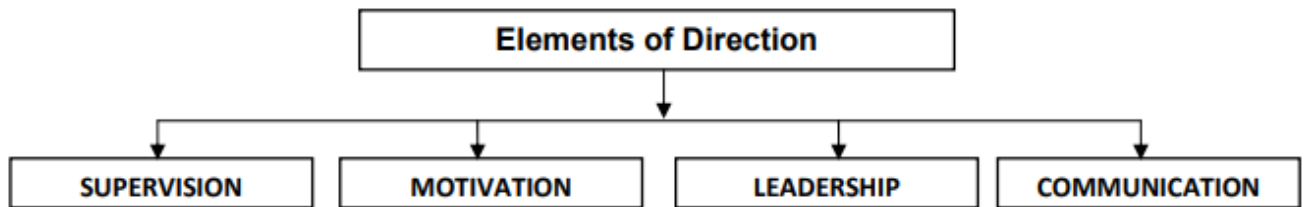
” Characteristics of Directing

1. Initiates action – Directing gives a starting for all actions in the management.
2. Pervasive – This function takes place wherever superior – subordinate relationship exists, i.e., in all the levels of management.
3. Continuous process – It carried out through the life of the organization.
4. Flows from top to bottom – It implies that managers can direct the subordinates.
5. Human element – Directing is concerned with the human beings in the organization.

Importance of Directing

1. Directing initiates action – Through direction management conveys and motivates individuals to perform in the desired way to achieve goals.
2. Integrates employees’ efforts – It is very necessary to coordinate and integrate the activities of all the people in the organization. If their efforts are not integrated properly, the business cannot achieve its objectives successfully.
3. Means of motivation – In order to get the best result from business, it is necessary to motivate the workers to contribute their best and it is possible through proper motivation.
4. Provides stability and balance in the organization – Direction coordinates and integrates the individual goals and organizational goals so as to achieve maximum results. Effective leadership, supervision, motivation and communication provide stability and balance in the organization.
5. Facilitates changes in the organization – Business environment is highly flexible and changing, most of the employees prefer to remain indifferent to new ideas and techniques and unwilling to

implement changes. Only through effective direction and motivation they will be induced to accept changes and challenges of their job pleasantly.

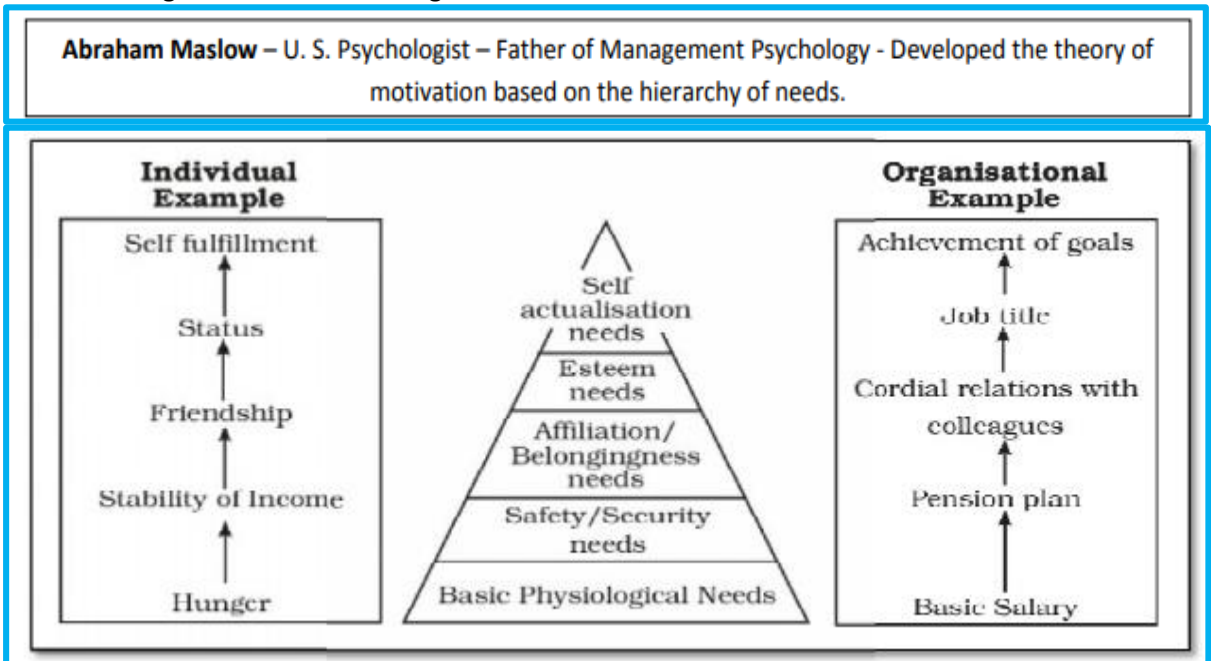


A. Supervision – The term “supervision” is derived from two Latin words – “Super” and “Vision”. Super means over and above and vision means to see. Thus supervision means “Overseeing the activity”. In management, supervision means overseeing the subordinates at work. It refers to direct and immediate guidance and control of subordinates in performing their tasks in accordance with the plans and policies of the enterprise. The person who supervises the subordinates is called “Supervisor”. He is also known as Foreman, Overseer, Superintendent, Section officer etc.

B. Motivation – “Motivation means a process of stimulating people to action to accomplished goals.”

Maslow’s Need Hierarchy Theory of Motivation :

Motivation is based on human needs. To motivate means to satisfy human needs. However, needs take a hierarchy as given by Maslow’s theory on need hierarchy. To motivate the employees, the manager has to understand the needs and wants of the employees. The behavior of an individual at a particular moment is usually determined by his strongest need. Famous Psychologist Abraham H Maslow developed a conceptual framework for understanding the nature and strength of human needs.



1. Basic Physiological Needs – These are the basic needs of an individual like food, clothing and shelter. Unless these needs are met, a higher level need will not arise, the majority of a person’s activities will probably be directed towards satisfying them.

2. Safety and Security Needs – These are the needs for safety and protection against hazards and dangers. People in the organization want job security, personal bodily security, security of source of income, provision for old age, insurance against risks etc.

3. Social Needs (Affiliation/ Belonging needs) – These are the needs for love and affection, friendship, a sense of belonging etc. On meeting safety and security needs, social needs come in. Since man is a social being, he has a need to belong and to be accepted by various groups.

4. **Esteem Needs** – These needs are the desire for status, prestige, dignity, self-respect, independence, respect from others etc. The organizations can satisfy these needs by recognizing and appreciating good performance, promotions etc.

5. **Self Actualization Needs** – Self actualization is the need to maximize one’s potential, whatever it may be. In other words it is an urge to use one’s potentialities for the achievement of life ambition.

Incentives:

In order to satisfy the needs and to motivate the employees, managers offer various incentives. Incentive means all measures which are taken to motivate employees to improve their performance.

Financial and Non Financial Incentives

Financial Incentives	Non-financial Incentives
<ul style="list-style-type: none"> • Pay and allowances • Productivity linked wage incentives • Bonus • Profit sharing • Co-partnership / stock option • Retirement benefits • Perquisites 	<ul style="list-style-type: none"> • Status • Organizational climate • Career advancement • Job enrichment • Employee recognition • Job security • Employee participation • Employee empowerment

Co-partnership / Stock option – Under this system some of the employees are offered to subscribe the shares of the company at a discounted rate than the market price. By this they are becoming the part of owners which will highly motivate such employees. Wipro, Infosys, TCS etc. are following this system.

C. **Leadership** :“Leadership is the ability of a manager to induce subordinates to work with confidence and zeal” – Koontz and O’Donnell. (Zeal means passion or enthusiasm)

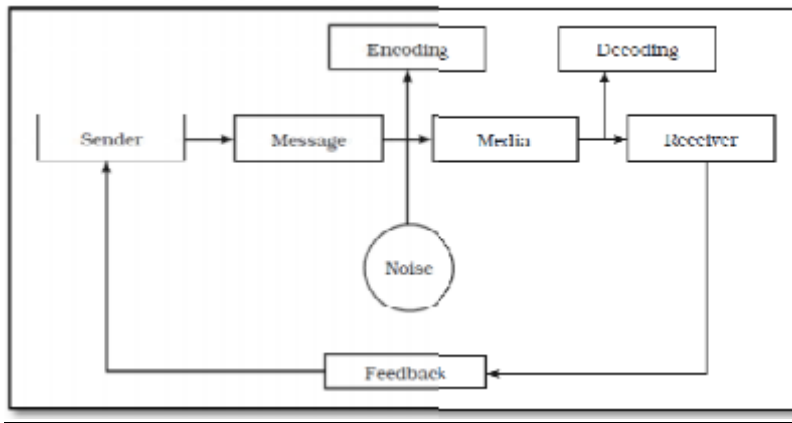
Leadership Styles Depending on the use of authority, there are three basic styles of leadership:

(i)Autocratic (ii) Democratic, and (iii) Laissez-faire

- (i) An autocratic leader gives orders and expects his subordinates to obey those orders. This leadership style is effective in many situations like in a factory where the supervisor is responsible for production on time and has to ensure labour productivity.
- (ii) A democratic leader will develop action plans and makes decisions in consultation with his subordinates. He will encourage them to participate in decision making. This kind of leadership style is more common now-a-days.
- (iii) Laissez faire or Free-rein leader does not believe in the use of power unless it is absolutely essential. The followers are given a high degree of freedom to formulate their own objectives and ways to achieve them.

D. Communication

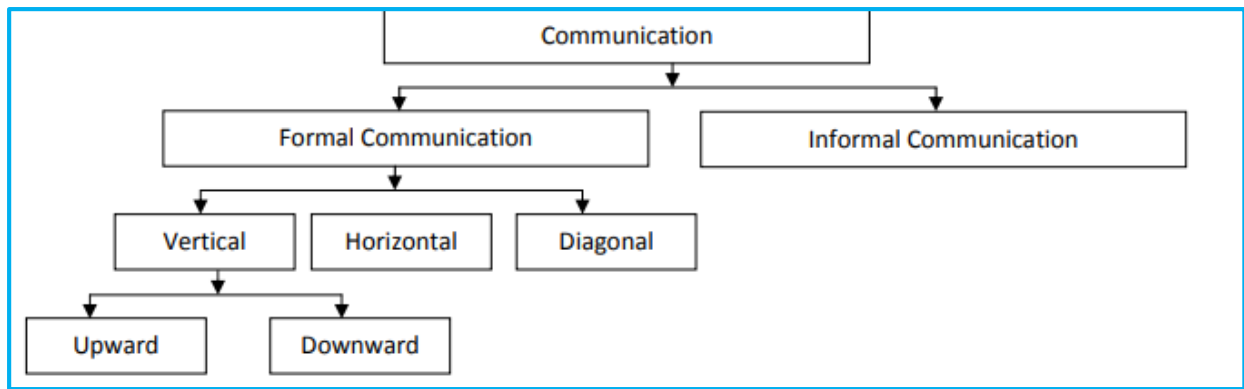
The term communication has been derived from the Latin word “Communis”, which means “Common”. Communication may be defined as an exchange of ideas, facts, opinions and emotions from one person to another to create mutual understanding.



Elements of Communication Process

1. Sender – is the person who sends a message. He initiates the process of communication.
2. Message – is the subject matter of communication consists of words, facts, ideas etc.
3. Encoding – In order to transmit an idea, the sender translates the idea into meaningful languages like words, actions, pictures, diagrams, gestures etc.
4. Media/Channel – It is the medium through which the message is passed. Eg: face to face talk, telephone, letter, radio, television etc.
5. Decoding – Receiver converts the symbols received from the sender to give him the meaning of the message.
6. Receiver – is the person or a group who is supposed to receive the message. Eg: Listener, reader, observer etc.
7. Feedback – It means the reaction, replay, response which the receiver sends to acknowledge his understanding.

Communication taking place in an organization may be classified as follows:



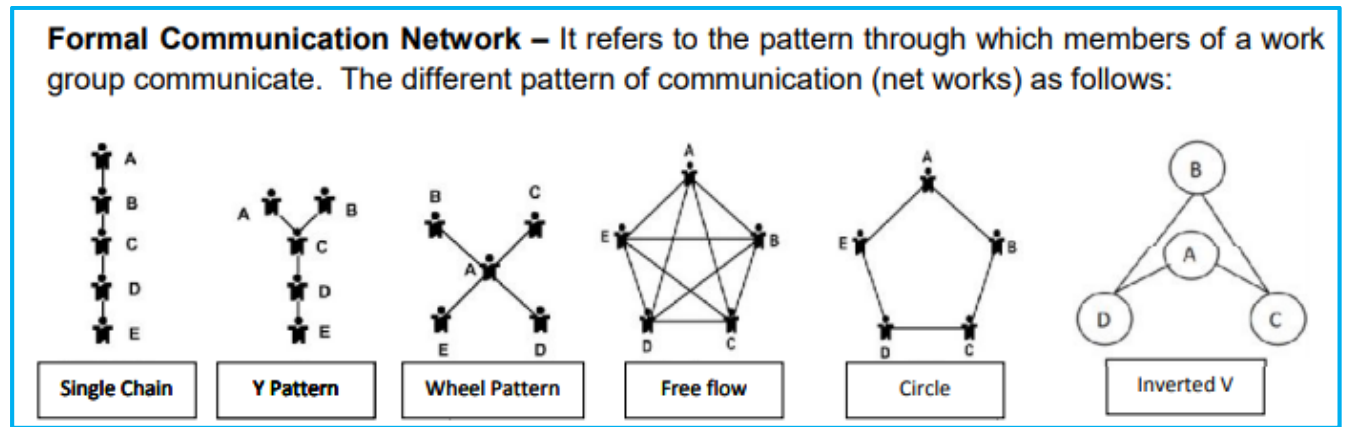
Formal Communication – Communication through the official chain of command is called formal communication. Thus, formal communication flows through the scalar chain of authority. Generally it may take place in the form of written communication such as notes, memos, letters, reports etc.

1. **Vertical Communication** – Communication flows vertically, i.e., upward or downward.
 - a) **Upward Communication** – It refers to flow of communication from lower level to higher level. It consists of information relating to subordinates' work performance, opinion, suggestions, complaints etc.
 - b) **Downward Communication** - It refers to flow of communication from higher level to lower level. There are many ways in which a superior can communicate with his subordinates like Notices, Circulars, Memos, Reports, Meetings etc.
2. **Horizontal Communication** – Transmission of information among the persons of the same level and status is known as horizontal communication. Flow of information from the Purchase Manager to the Production manager is an example for horizontal communication.

3. Diagonal Communication – Communication between people in different departments, one holding a higher position than the other. If a sales executive requests the production manager to improve the quality of the product, it forms a diagonal communication. Though it violates the principal of unity of command, it will help to save time and to speed up action.

Informal Communication :

Informal communication is based on informal relationship among the members of an organization at same or different level. This is free from all formalities of formal communication. It is usually oral and is conveyed by gestures, a glance, smile etc. It may involve work related or other matters of mutual interest. Informal communication often supplements formal communication.



CH.8 CONTROLLING

Meaning Controlling is the process through which management ensures that the actual performance conforms to the planned performance. It discovers deviation from the results expected. It also identifies the reasons for deviations and suggests suitable action to avoid their recurrence in future.

Importance / Advantages of Controlling

1. Accomplishing organizational goals – It measures actual performance with standards and making corrective actions on deviations, so that the organization can achieve its goals smoothly.
2. Judging accuracy of standards – Controlling helps to check the accuracy of standards in changing environment, which helps to revise the standards if needed.
3. Efficient use of resources – Controlling seeks to reduce wastages of resources.
4. Improving employee motivation – Controlling ensures employee awareness regarding what is expected to do and what is the standards fixed on him, so that he will be motivated to give better performance.
5. Ensures order and discipline – Controlling ensures an order and discipline as there is a close watch on the activities of all employees.
6. Coordination – In order to coordinate the activities of different persons and departments, an effective system of control is necessary.
7. Decision making – The process of control is complete when corrective actions are taken. It will lead to make better decisions in future.

Relationship between Planning and Controlling –

The entire planning process will turn to be waste unless adequate control measures are exercised. The relationship between planning and control may be summed up as follows:

a. Planning and control are interdependent and inseparable functions of management. Without a plan there is nothing to control. Thus planning is useless without control and controlling is useless without plan.

b. Planning and controlling are interrelated and in fact reinforce each other in the sense that: • Planning makes controlling easier and effective. • Controlling reveals the shortcomings of plans and calls for improvement in future.

c. Planning is looking ahead while controlling is looking back –

Planning is a forward looking function as plans are prepared for future period. Whereas, controlling is a post-mortem of past activities to find out the deviations, so that it is a backward looking function of management. However, some people argues that, controlling is a also a forward looking function as it provides valuable information of past experience for future planning.

Controlling Process (Steps in Controlling)

1. Setting Standards

2. Measurement of Actual Performance

3. Comparison of Actual Performance

4. Analyzing Deviations

5. Taking Corrective Actions

1. Setting performance Standards – In order to achieve the goals, standards of performance have to be determined in planning itself.

Quantitative Standards - As far as possible, standards must be in concrete and tangible forms which will make evaluation process easy. For example, the profit expected from a particular product, time required for completing a task, cost of production for one unit is Rs.100 etc. **Qualitative Standards -** Standards can also be in intangible forms. The results expected from a training programme, loyalties of workers, Improving motivation level of employees, etc. are the examples for qualitative standards.

2. Measurement of actual performance – The second step is to measure actual performance of employees or departments. It should measure actual performance of each activity in terms of quality and quantity.

3. Comparison of actual performance with standards – Comparison of actual performance with the standards reveals the deviations between actual and desired results.

4. Analyzing deviations – At this stage, the extent of deviations and causes of such deviations are to be found out. It is important to ascertain whether deviations are within the expected range. Deviations in key areas of business require urgent attention. Managers can rely on the following in this regard.

a. Critical Point Control – The control measures should be focused on key result areas (KRAs) which are critical in the success of an organization. These KRAs are the Critical Points, if anything goes wrong at this critical point, the entire organization will suffer. Example: 5% increase in labour cost is a serious matter than 20% increase in postal charges.

b. Management by Exception (MBE) / Control by Exception –

All deviations need not be brought to the attention of top management. Only those deviations which seem exceptionally high and which cannot be easily solved by lower level management alone should be reported to top management. Example: 2% increase in the material cost (if it is within the permissible limit) need not be reported, whereas, if it is far beyond the limit, say 10% increase, it requires immediate attention of management on a priority basis. In other words, the top level management is concerned with highly exceptional matters only and the routine matters will be handled by the lower levels.

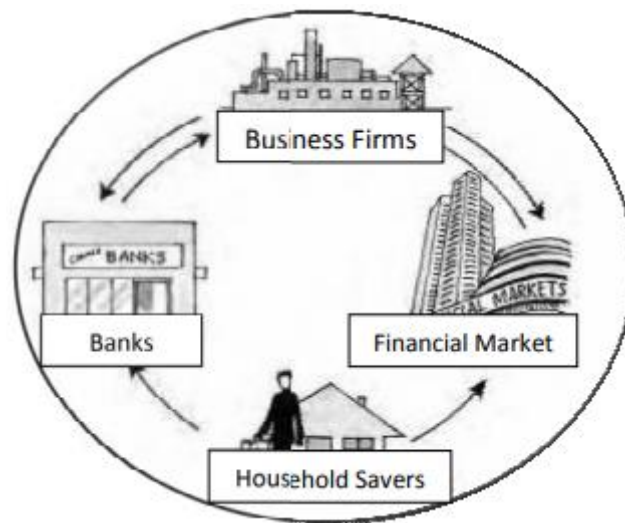
5. Taking corrective actions – As soon as deviations are reported, it is the duty of the executives to take steps to correct the past action so that deviations may not occur again

and the plans are properly executed. If there is no deviation or if the deviation is within the permissible limit, let the situation remains as it is. At times, the deviations may be such that which cannot be rectified and beyond the control of management, they may take necessary decisions by modifying the goals and standards.

PART B:

CH.10 : FINANCIAL MARKET

Meaning – Financial market is a market for the creation and exchange of financial assets such as shares, debentures, bonds and government securities. It is a network of institutions which provide short, medium and long term funds. Financial markets make possible the transfer of money from the investors to the entrepreneurial borrowers. Actually they bring together the lenders of funds and borrowers of funds.

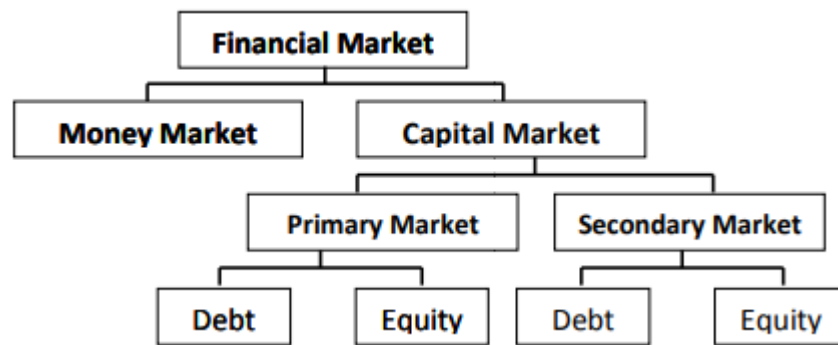


Functions of financial market

- 1. Mobilize savings and channelize them into most productive purposes** – It offers the investors different investment avenues and helps to channelize surplus funds into productive use.
- 2. Price discovery** – Price of any product is determined by the forces of demand and supply. The interaction between savers(investors) and business firms facilitates the price determination for the financial assets, which is being traded in a particular market.
- 3. Providing liquidity** – Financial markets provide liquidity to financial assets as they can be converted into cash by selling them in the market very easily.
- 4. Reducing cost of transaction** – Financial markets provide a common platform where buyers and sellers meet and to trade their securities without much cost and time.

Financial markets are mainly of two types:

Money market (Market for short term funds) and Capital market (Market for medium and long term funds)



Money Market – Meaning Money market is the market for short term funds. Short term funds are meant for a period of up to one year. Money market is not usually located at a particular place. It is a term used to describe all organizations and institutions that deal in short term debt instruments.

It makes possible the raising of short term funds for meeting the working capital needs and temporary deployment of excess funds to get returns.

Money market instruments

1. **Treasury Bills (T-Bills / Zero Coupon Bonds)** – These are issued by RBI on behalf of Central Government. Maturity less than one year. It is an instrument for short term borrowings by Government of India. They are issued in the form of promissory notes and freely transferable as it comes under Negotiable Instrument Act They are issued at a price which is lower than their face value and repaid at par, the difference between issue price and redemption value is called discount. It is available for a minimum amount of Rs. 25,000 and in the multiples thereof.

2. **Commercial Paper (CP)** – Issuing commercial paper in India as a money market instrument took place in 1989-90. It is an unsecured promissory note issued to the public with a fixed maturity period ranging from 15 days to 1 year. Since being unsecured, this is issued by highly reputed corporate entities. This serves as an important source of working capital and for bridge financing for raising long term funds from capital market in order to meet flotation cost, brokerage, advertising, printing share applications etc. Commercial banks and mutual funds contribute towards this kind of instruments.

3. **Call Money** – This is an important part of money market where day-to-day surplus funds of banks and other financial institutions are dealt with. The banks with surplus funds lend other banks that are facing deficiency. The duration of call money carries from one day to 15 days and is repayable on demand, either by the lender or by the buyer. Interest paid on call money is called Call rate. Call money is a method by which banks borrow mutually to maintain CRR (Cash Reserve Ratio), CRR is the minimum balance a commercial bank should maintain with RBI.

4. **Certificate of Deposit (CD)** – It is an unsecured, negotiable, short term instrument in bearer form, issued by commercial banks and financial institutions to individuals, corporations and companies. Maturity period 3 months to 12 months. These are issued at a discount and redeemed at par.

5. **Commercial Bill (Trade Bill)** – This is a bill of exchange used to finance working capital requirements of a business. It is a short period, negotiable and self-liquidating instrument used to finance credit sales.

Capital Market – Meaning Capital market is an institutional arrangement by which savings are channelized into investment avenues. It enables the borrowers to raise funds for their purpose.

Similarly, it gives opportunities to the lenders to wisely invest their funds. The borrowers raise required funds through issue of securities like shares, debentures, bonds etc. A security means a certificate of title evidencing investment made in the capital or debt of any entity.

Distinction between Money market and Capital market

Money Market	Capital Market
1. It is a market for short term instruments having a maturity period of less than one year	1. It is for medium and long term instruments having maturity period of more than one year.
2. It helps to meet the working capital needs.	2. It helps in meeting fixed capital needs.
3. The instruments in money market are Bill of exchange, treasury bills, certificate of deposits, commercial papers etc.	3. The instruments are equity shares, preference shares, debentures, bonds etc.
4. It is a wholesale market. The instruments have large face value.	4. It is a retail market where the instruments have small face value.
5. The central bank, commercial banks and other financial institutions take part in the market.	5. Stock exchanges, Merchant banks, Issue houses and many financial intermediaries take part in the market.
6. Money market instruments do not have an active secondary market.	6. Capital market instruments have both primary and secondary markets.
7. Money market transactions normally take place over telephone and other ways.	7. Capital market transactions normally take place at stock exchanges.
8. The market regulator is the central bank of the country. In India it is RBI.	8. There is a separate regulator in the capital market. In India it is SEBI.

Capital market consists of two major segments, namely, primary market and secondary market.

Primary Market (New issue market) This is the market which deals in new securities issued by new companies or existing companies. Therefore, it is also called New Issue Market (NIM). If it is issued by new companies it is called Initial Public Offerings (IPOs) and if it is issued by existing companies it is called Seasoned Equity Offerings (SEOs). The securities offered are equity shares, preference shares, debentures, bonds, innovative types of securities like deep discount bonds, zero interest bonds etc.

Methods of flotation of new issue

- 1. Offer through prospectus** – It is the most common form of raising capital from the primary market. Prospectus is an invitation for subscription or purchase of shares or debentures of a company.
- 2. Offer for sale** – This is an indirect method of public issue. Securities are offered to an issue house or other intermediaries like brokers through a “letter of offer” at a negotiated price. They, in turn, will sell them to the public generally at a higher price, by means of advertisement of their own. This enables the company to get funds in advance and they are relieved from the tedious process of public issue.
- 3. Private placement** – It means the direct sale by a company of its securities to a limited number of specified investors. Here the issuing company may appeals to selected investors to subscribe to or purchase the securities either directly or through brokers. The main advantage of this method is that there is no risk of uncertainty in raising capital and it is a cost effective method of raising finance as compared to public issue.
- 4. Rights issue** – It is a method of raising additional capital from existing shareholders by offering equity shares or debentures on pro-rata basis. This is known as ‘pre-emptive right’. According to Companies Act, if a public company wants to issue additional shares, it must

first be offered to the existing shareholders, in proportion to the amount paid up on those shares. When the issue price is less than market price, the rights have a market value.

5. **e-IPOs** - In case a company wishes to issue capital to the public through on-line system should enter into an agreement with the stock exchange. This method of new issue is called e-IPOs.

Secondary Market (Stock Exchange) Secondary market is the market for the purchase and sale of second hand or listed securities. Shares, debentures, bonds etc. which have already been issued by companies or government are traded in this market. It consists of buyers and sellers of securities and brokers as intermediaries. The investors can buy and sell securities only through brokers. Secondary markets are also known as stock exchanges.

Comparison between Primary market and secondary market

Primary market	Secondary market
1. It deals with new securities.	1. It deals with existing securities.
2. Securities are sold only once.	2. It provides regular and continuous market.
3. It links the issuing company and investors.	3. Transactions are made between investors.
4. Investors can only purchase securities.	4. Investors can purchase and sell securities.
5. It provides capital to the companies.	5. Issuing company has no direct role.
6. It does not have any physical existence.	6. It has physical existence.
7. Prices of securities are determined by the Co.	7. Price is based on demand and supply of securities.
8. Securities can be sold without listing.	8. Only listed securities can be traded.

Secondary Market (Stock Exchange):

Secondary market is the market for the purchase and sale of second hand or listed securities. Shares, debentures, bonds etc. which have already been issued by companies or government are traded in this market. It consists of buyers and sellers of securities and brokers as intermediaries. The investors can buy and sell securities only through brokers. Secondary markets are also known as stock exchanges.

Stock exchanges are located at definite places. Trading in securities takes place inside the stock exchange at a place known as the trading ring. Only the members (brokers) are authorized to trade here. In the traditional method of trading on the ring, trading actually resembles an auction. Brokers of intending sellers and buyers will shout quoting their prices. When the prices coincide, a deal will be struck. Online trading in securities is facilitated through a computer network wherein one can buy or sell securities just by sitting in front of the broker's computer. Computer will match the buyer's quotation and a deal is struck.

Functions of stock exchanges

1. **Liquidity and marketability to investment** – Secondary market provides a continuous market to the listed securities, so that investors enjoy liquidity to their investment. They could sell securities with them and buy another.
2. **Pricing of securities** – A security is issued in the market at a price known as the issue price. Over a period of time, it reaches its true level through the interaction of the forces of demand and supply in stock exchange.
3. **Safety of transactions** – The rules and regulations ensures safety and fair dealings to investors.
4. **Contributes to economic growth** – through capital formation.

5. **Spreading of equity cult (trend)** – Stock exchanges can take effective measures in educating public about investments.
6. **Providing scope for speculation** – A reasonable degree of healthy speculation is needed to ensure liquidity and price continuity in securities.
7. **Economic barometer** – Business conditions like booms and depressions, important events; both national and international will affect the stock prices. In this sense we can say that the stock exchange is an economic barometer (indicator).

Bombay Stock Exchange (BSE) Established in the year 1875 – Voluntary non-profit association – oldest in Asia – 1st one recognized by government – only one that has been granted permanent registration – premier stock exchange – trendsetter in stock market trading – companies having at least Rs.10 crores are eligible to be listed in BSE – About 6000 scrips listed – securities are classified into many groups like group A, B, T and Z. A group contains securities having good track record and large volume of business – traditionally trading was carried on outcry system – in 1995 it introduced a screen based trading called BOLT (BSE On-Line Trading). At present BOLT has a nationwide network.

Securities and Exchange Board of India (SEBI) SEBI is the regulatory and developmental agency of Indian Capital Market, established in 1988 based on the recommendations of G S Patel Committee. It was made a statutory body under Securities and Exchange Board of India Act 1992.

Objectives of SEBI

1. Regulatory functions - To regulate the securities market and ensure fair practices.
2. Protection of rights - To protect the interest of investors and thereby attract a steady flow of savings into capital market.
3. Prevention of malpractices – To prevent trading malpractices.
4. Develop a code of conduct - To promote efficient services by brokers, merchant bankers etc. so as to make them competitive and professional.

Functions of SEBI

A. Regulatory functions:

1. Registration of brokers and sub brokers in the market.
2. Registration of investment schemes and Mutual Funds.
3. Regulates the functioning of share brokers, underwriters etc.
4. Regulation of takeover bids by companies.
5. Conducting enquiries and audits of stock exchanges.
6. Levying fee or other charges as specified by the Act.

B. Developmental functions:

1. Promoting investor education and training of intermediaries.
2. Conduct of research and publication of useful information.

3. Undertaking measures to develop the capital market.

C. Protective functions:

1. Prohibition of fraudulent and unfair trade practices like misleading statements, manipulations, price rigging etc.

2. Controlling insider trading in securities to protect the interest of individual investors. Insider means the top officials of the company, who can make bulk purchase or sale for making huge profit on the basis of vital information such as declaration of dividend on a future date etc.

3. Undertaking steps for investor protection.

4. Promotion of fair practices and code of conduct in securities market.

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HOLIDAY HOME WORK (WINTER BREAK)-2024-25

CLASS- 12

SUBJECT-ACCOUNTANCY

1.completed Project(as per allotted) 2 solve Mumbai Regiin Question paper 3. Write CB T Questuin in copy 4 Solve 50 MCQ of TS Grewal /7DK Goel (HW Copy)

Question Paper send in Class Whatsapp Group

PM SHRI KENDRIYA VIDYALAYA NO 2 BHOPAL

WINTERBREAK (H W)

(SESSION - 2024-25)

SUBJECT – BIOLOGY

CLASS – XII

1. Complete the investigatory project on the topics allotted to you.
2. Update your practical notebook as per the split up syllabus.
3. Solve previous year's board examination questions provided to you.
4. Practice MCQ, CBT and Assertion&Reasoning Questions as given in KVS study material.

VIJAY KUMAR
PGT BIOLOGY

Winter break holiday homework

class XII D

APPLIED MATHS

1. WRITE ALL THE FORMULAS FROM ALL CHAPTERS FROM YOUR TEXT BOOK,
2. SOLVE 2 SAMPLE PAPERS GIVEN TO YOU.
3. SOLVE 3-3 CASE STUDY BASED QUESTIONS FROM EACH CHAPTER FROM STUDY MATERIAL OR ANY BOOK.

WINTER BREAK HOLIDAY HOMEWORK

CLASS XIIB

MATHS

1. WRITE ALL THE FORMULAS FROM ALL CHAPTERS FROM YOUR TEXT BOOK,

2. SOLVE 2 SAMPLE PAPERS GIVEN TO YOU.

3. SOLVE 3-3 CASE STUDY BASED QUESTIONS FROM EACH CHAPTER FROM STUDY MATERIAL OR ANY BOOK.