

CHOITHRAM SCHOOL MANIKBAGH INDORE
CLASS XII Session: 2018-19

SUBJECT- BUSINESS OPERATIONS AND ADMINISTRATION
ASSIGNMENT No. 1

Scheduled Date: 25/04/2018

Submission Date:15/06/2018

Q.no	Questions	Mark
Very Short Answer		
1.	Volvo Ltd's target is to produce 10000 shirts per month at a cost of Rs. 100/- per shirt. The Production Manager achieved this target at a cost of Rs. 90/- per shirt. Do you think the 'Production Manager' is effective? Give one reason in support of your answer.	1
2.	Mr.Neeraj, the salesman in Progress Ltd., designed a new cost saving advertisement technique ' through his personal experience and suggests the same to his sales manager but it was not appreciated by his sales manager and he also warned him not to come with any suggestions in future. Which principle of Fayol is being overlooked by the sales manager? What should have been the appropriate way of response by the sales manager?	1
3.	What do you understand by differential piece wage system?	1
Very Short Answer		
4.	Directors of Bhuvan Ltd. assigned the task of implementing the plans and policies framed by the board to all the departmental heads. Departmental head appointed supervisors, superintendent, executives, etc. so that work can be assigned to workers as per the plan supervisors kept a check on workers as per the plan. Identify the feature of management highlighted in above para. Explain that feature.	2
5.	"Management is multi dimensional". Justify.	2
6.	How does management helps in achieving personal objectives? State.	2
7.	Explain the importance of principles of management.	2
Short Answer		
8.	Mr. Rajiv and Arun are responsible for welfare of the whole organization. Their job is very complex they have to develop long term objectives, policies and review the work of different heads at different level. Mr. John and Mr. Singh are responsible for the working of department they are heading, they formulate short term departmental objectives in accordance with organizational objectives. Mr. Philip, Mrs. Archana, Mrs. Kamlesh and Mrs. Kavita are in direct contact with the workforce consisting of various employees and workers. They are responsible for quality of work and providing good working conditions to workers. State the three level of management. Name the persons who are involved in different level from the above para.	3
9.	Write short note on: a. Principle of scalar chain b. Work study techniques c. Principle of equity	3
10.	Explain management as science, art and profession.	3

Long answer		
11.	Explain the principles of scientific management given by Taylor.	5
12.	Sonali is the manager of a large company manufacturing garments for kids. She plans her winter collection in the month of August itself. Then, she ensures that there is adequate workforce. She continuously monitors whether production is proceeding according to plans. She asks the marketing department to prepare their promotional and advertising campaigns also. Identify and explain the concept of management explained in the above para. What characteristic feature does the above para highlight?	5