

.CHOITHRAM SCHOOL MANIKBAGH INDORE

CLASS XII

Session: 2017-18

SUBJECT- BUSINESS OPERATIONS AND ADMINISTRATION

ASSIGNMENT No. I

Scheduled Date: 21/07/2017

Submission Date : 26/07/2017

Q.no	Questions	Mark
	Very Short Answer	
1.	“No smoking in office “ is an example of which type of plan?	1
2.	Without one function of management the controlling function is not possible. Name the concerned function.	1
3.	Name the plan which specifies a detail step by step presentation of a job?	1
	Very Short Answer	
4.	Why selection is called negative process?	2
5.	“Planning involves choice “Elaborate	2
6.	Differentiate between recruitment and selection.	2
7.	Explain the following sources of recruitment: a. Recommendation of employees b. Employment exchange	2
	Short Answer	
8.	Geetu Ltd. is a big organization having various departments in it. In its marketing department number of employees is much more than requirement whereas, in purchase department some of the posts are lying vacant and there is shortage of staff. Advise the HR manager of the company as to what method he should follow to balance the demand of employees in both departments. An accountant is sent to learn the new software for accounting to prepare the books of accounts faster and accurately. He was further sent for orientation to improve his motivational and conceptual skills. A. In case of Geetu ltd. advise the HR manager of the company as to what method he should follow to balance the demand of employees in both departments. B. Identify and explain the two concepts explained above. C. Differentiate these concepts on the basis of suitability, method used and nature	3
9.	Explain any three importance of planning with example.	3
10.	Explain planning process with example.	3
	Long answer	
11.	Mohit Gupta is working with 'Yellow Security Services Ltd.' He is also recruiting security guards for the company. The company provides security services in Delhi and Noida at short notice to various companies. The guards are recruited on temporary basis. The guards provided by this company are known for their honesty and punctuality. Mohit Gupta is well known in his village for providing employment to unskilled people. (a) Name the source of recruitment used by 'Yellow Security Services Ltd.' (b) State anyone disadvantage of this source of recruitment. (c)What step should be incorporated in selection process by 'Yellow Security Services Ltd.' to check the reliability of candidates while	5

	selecting guards . (d) Identify any two values communicated to the society in the above stated case.	
12.	Suppose you are the General Manager of Kapila & Co. Ltd. You have been directed by the Directors of the company to select a chartered accountant for the company. Explain the selection procedure you will follow for the same.	5

CHOITHRAM SCHOOL, MANIK BAGH, INDORE