

CHOITHRAM SCHOOL MANIKBAGH INDORE

CLASS XII

Session: 2018-19

SUBJECT-BUSINESS OPERATIONS AND ADMINISTRATION

ASSIGNMENT No. II

Scheduled Date: 27/07/2018

Submission Date :01/08/2018

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.	“Authority can be delegated but accountability cannot.” Explain the statement.	2
Short Answer		
8.	A company manufacturing sweing machines setup in 1945 by the british promoters follow formal organization culture in totally. It is facing lot of problems in delays in decision making. As the result it is not able to adopt to changing business environment. The work force is not also motivated since they cannot vent their grievances except through formal channels, which involve red tape. Employee turnover is high. Its market share is also declining due to changed circumstances and business environment. Advice the company with regard to change it should bring about its organization structure to overcome the problems faced by it. Give reasons in terms of benefits it will derive from the changes suggested by you. In which sectors can the company diversify, keeping in mind the declining market for the product the company is manufacturing.	3
9.	Explain any three importance of planning with example.	3
10.	Explain planning process with example.	3
Long answer		
11.	I. Distinguish between ‘delegation’ and ‘decentralisation’ of authority on the basis of : a. purpose b. Parties involved c. withdrawal of authority. II. In order to reduce the cost, an organization is planning the following: a) To reduce the charities to the social and religious institution. b) To arrange skilled workers from outside inspite of semi-skilled local employees. c) To increase the working hours. d) To increase the rate of remuneration. Which value will be affected by the decisions?	5
12.	Distinguish between formal and informal organizations on the basis of : a. Formation b. Purpose c. structure	5

	d. Behavior of members	
	e. stability	
	f. adherence to rules.	

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