

CHOITHRAM SCHOOL MANIKBAGH INDORE
CLASS XII Session: 2018-19

SUBJECT- Business studies
Scheduled Date. 14.9.2018

ASSIGNMENT No. 3
Submission Date: .19.09.2018

Q.no	Questions	Mark
1.	Give the meaning of Vestibule training.	1
2.	Prateek Ltd. offers to its employees to issue shares at a price which is less than the market price. Name the type of incentive offered to the employees.	1
3	Name the type of recruitment, where company display vacancy on factory gate.	1
Very Short Answer		
4	“ Internal sources of recruitment are better than external sources” Give two reasons in support of your answer.	2
5	“ An ideal control system is one that checks every bit of performance “. Do you agree with the statement? Give reasons.	2
6	A company is manufacturing paper plates and bowls. It produces 10,000 plates and bowls each day. Due to local festival it got an urgent order of extra 5,000 plates. Advice how company will fulfill its order and which method of recruitment would you select.	2
7	Mr. Rachit is the manager of a company. His employees are not satisfied with him as he does not listen to their suggestions and often exercises unethical standards. Identify and discuss the qualities of good leader which are missing in Rajat.	2
Short Answer		
8	Co-relate the Maslow’s need hierarchy theory with organizational need of human resource. Show it by diagram.	3
9	Which communication barrier is concerned with signs, symbols and gestures? Explain any three such barriers.	3
10	Which step in the process of staffing is considered as negative process and why?	3
Long answer		
11	Identify the function of management which refers to the process of instructing, guiding, counselling, motivating and leading people in the organisation to achieve objectives. Explain the importance of this function of management.	5
12	Blue Heavens Ltd. purchased a new hi-tech machine from Germany for manufacturing high quality auto components in a cost effective manner. But during the production process, the manager observed that the quality of production was not as per standard. On investigation it was found that there was lack of knowledge amongst the employees of using these hi-tech machines. So, frequent visit of engineers was required from Germany. This resulted in high	5

	<p>overhead charges.</p> <ul style="list-style-type: none"><li data-bbox="331 277 1273 389">(i) Suggest what can be done to develop the skills and abilities of employees for producing high quality products by using these hi-tech machines.<li data-bbox="331 398 1193 472">(ii) Also state how the employees or the organization will benefit from your suggestion.<li data-bbox="331 481 1278 553">(iii) State the values followed by Blue Heavens ltd in developing the skills and abilities of employees.	
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