



Holidays Homework_XII-C

(English)

- Q.1. 10 Reading Passage (1-10 June, 2018)
Q.2. 05 Passage for note-making (16-20 June, 2018)
Q.3. 05 Letters for practice (26-30 June, 2018).

(Business Studies)

Direct questions: 1. Define Organising 2. Discuss steps in Organising process 3. Discuss importance of Organising process 4. Meaning of organisational structure 5. What is span of management 6. What is link between span of management and organisation structure 7. What are types of organisational structure 8. Define functional structure, its suitability, advantages and disadvantages 9. Define divisional structure, its suitability, advantages and disadvantages 10. Define formal organisation, its features , advantages and disadvantages 11. Define Informal organisation, its features , advantages and disadvantages 12. Define Delegation 13. Discuss elements of Delegation 14. Discuss principles of Delegation 15. Why is delegation important for organisation 16. Define Decentralisation 17. Differentiate between delegation and Decentralisation 18. Why is Decentralisation important for organisation

Indirect questions: 1. Name the concept which reduces the work load of a manager. 2. Which organisational structure is suitable for a multi-product manufacturing company ? 3. In an electrical goods manufacturing company, there are four main activities: Marketing, Production, Finance and Personnel. The General Manager is planning to structure the organisation. Which type of organisational structure should he adopt and why? Give two reasons. 4. Hindustan Ltd. is manufacturing computers, soaps and textile . Which type of organizational structure would suit the requirement of such organization? State any three advantages of this organization structure? 5. The directors of Gunjan Ltd., an organisation manufacturing colour televisions, have asked their production manager to achieve a target production of 150 televisions per day. The

production manager has asked his foreman to achieve this target, but he did not give him the authority for the requisition of tools and materials from the stores department. The foreman could not achieve the desired target. Can the directors blame the production manager, and can the production manager blame his foreman for not achieving the target? Explain in brief the relevant principles relating to this situation in support of your answer.

6. Sushma Ltd. is engaged in the production of marble articles. The members of the organisation have friendly relationships among them. What type of organisation is Sushma Ltd.? Explain any three benefits of developing such an organisation.

7. “Delegation is based on the elementary principle of division of work.” Explain

8. “If we delegate the authority, we multiply it by two. If we decentralise it, we multiply it by many.” How

9. It refer to the systematic delegation of authority from top management to the lower level managers. Mention the name of it.

10. The employee of ABC Ltd. Take part in volleyball matches on Sunday. Name the types of organization formed.

11. “The first Step in the process of organizing is identification and division of work” Why is the work divided into manageable activities?

12. “A manager is of the view that he is not responsible for the quality of work that he has delegated to his subordinate”. Do you agree with this viewpoint? justify your answer by giving proper arguments.

13. Bhuvan & Co. are running a shoe manufacturing company successfully. So they planned to expand their business activities by adding more line of products i.e., leather bags, belts and garments. Which type of structure would you recommend after expansion and why?

Value based questions:

1. Manager of a reputed company believes in retaining power with himself. It results in continuous delay in decision – making as workers have to ask him before taking any action. Can you think of the reasons why he is functioning in this particular manner?

2. An organisation is thinking of decentralising the decision making authority to every level in the organisation. Name the values, which business organisation is following

(STAFFING) Direct Questions: 1. Define Staffing 2. Discuss importance of staffing 3. What are Specialised duties and activities of human resource management ? click here for answer 4. Is staffing and HRM same or different? 5. Explain staffing process 6. What do you mean by work load analysis 7. What do you mean by work force analysis 8. Differentiate between Recruitment and Selection 9. What are various sources of internal recruitment 10. What are advantages and disadvantages of internal of sources of recruitment 11. What are various sources of external recruitment 12. What are advantages and disadvantages of external of sources of recruitment 13. What are steps of selection process 14. Differentiate between Training and development 15. Discuss advantages of Training and development to organisation and employees 16. Differentiate between On the job and Off-the-job methods of training 17. Explain following methods of training in detail-Induction training, vestibule training, apprenticeship training and internship

Indirect Questions: 1. “External sources of recruitment are better than internal sources of recruitment,” Do you agree with this statement? Give four reasons in support of your answer. 2. “It is a process of increasing knowledge and skills”. It is a process of learning and growth.” Identify two concepts and differentiate between them 3. “An organisation can achieve its objectives only when it has the right persons in the right positions.” In the light of this statement, identify the management function and explain any four points highlighting its importance . 4. “There is no need of staffing as so many people are available in the market these days.” Do you agree with this statement? Give reasons. 5. Why is staffing considered as both a line as-well as a staff activity ? 6. It implies introducing the selected employees to other employees and familiarizing him with the rules and policies of the organization. Name it. 7. Himesh is working as a supervisor in a company. Due to his hard work he is promoted to the post of Production Manager. Now the post of supervisor is vacant and no one can be transferred or promoted to this post. Name the source of recruitment the company will use to fill up this post. State any three advantages of using this source of recruitment. Or Which source of requirement is needed to bring new blood in the organization? Explain any three advantages of this source. 8. It is the process of increasing the knowledge and skills of an employee for doing a particular job. It refers to the learning opportunities designed to help employees grow .Which two processes are referred here. Identify them and differentiate

between them 9. The quality of Production is not as per standards. On investigation it was observed that most of the workers were not fully aware of the proper operation of the machinery. What could be the way to improve the accuracy? 10. An organisation provides security services. It requires such candidates who are reliable and don't leak out the secrets of their clients. What step should be incorporated in selection process? 11. A company is manufacturing paper plates and bowls. It produces 100000 plates and bowls each day. Due to local festival, it got an urgent order of extra 50,000 plates bowls. Advise how the company will fulfill its order and which method of recruitment would you suggest. Value based Questions: 1. Name values which management follows when it arranges for training and development programmes for employees. 2. The unsatisfied workers of reputed company had beaten General Manager and put factory ablaze. Which values are ignored by workers

(Accountancy)

- Complete the given assignments of chapter 1,2,3,4 Hard copy has been given to the students.

(Economics)

- Make presentation of Chapter 3,4 and test of chapter 1 to 6 after vacation.
- Practice numericals of elasticity of demand.

(Maths)

- Complete questions from Chapter 1 to Chapter 7 till 7.3.

(Mass Media)

- Complete questions from Chapter 1 to Chapter 7 till 7.3.

(Multimedia)

- Solve all the questions from the previous last 4 years question papers of the syllabus that has been covered in the class.