

DELHI PUBLIC SCHOOL, JAMMU

Assignment-II

Class-XII

Month-August

Subject- Business Studies

**Topic- Planning and Organising**

1. Name the function of management which involves setting objectives and developing appropriate courses of action to achieve these objectives.

- (a) Directing
- (b) Organising
- (c) Planning
- (d) Staffing

2. Which of the following is not a benefit of planning?

- (a) Planning reduces overlapping and wasteful activities.
- (b) Planning is a mental exercise.
- (c) Planning provides directions.
- (d) Planning reduces the risks of uncertainty.

3. Which of the following is a benefit of planning?

- (a) Helps in avoiding confusion and misunderstanding.
- (b) Ensures clarity in thought and action.
- (c) Useless and redundant activities are minimised or eliminated.
- (d) All of the above.

4. Which of the following statements is not true with reference to planning?

- (a) Planning is a pre-requisite for controlling.
- (b) Planning does not lead to rigidity.
- (c) Planning enables a manager to look ahead and anticipate changes.
- (d) Planning facilitates co-ordination among departments and individuals in the organisation.

5. What is known as the primary function of management?

- (a) Controlling
- (b) Organising
- (c) Planning
- (d) Staffing

6. Which of the following is not a feature of planning?

- (a) Planning is futuristic.
- (b) Planning is pervasive.
- (c) Planning establishes standards for controlling.
- (d) Planning focuses on achieving objectives.

7. All other managerial functions are performed within the framework of the plans drawn. Identify the related feature of planning.

- (a) Planning focuses on achieving objectives.
- (b) Planning is pervasive.
- (c) Planning is futuristic.
- (d) Planning is primary function of management.

8. Planning requires logical and systematic thinking rather than guess work or wishful thinking. Identify the related feature of planning.

- (a) Planning is futuristic.
- (b) Planning is a mental exercise.
- (c) Planning establishes standards for controlling.
- (d) Planning focuses on achieving objectives

9. Name the process which co-ordinates human efforts, assembles resources and integrates both into a unified whole to be utilised for achieving specified objectives,

- (a) Management
- (b) Planning
- (c) Organising
- (d) Directing

10. Organising is a process by which the manager

- (a) Establishes order out of chaos
- (b) Removes conflict among people over work or responsibility sharing
- (c) Creates an environment suitable for teamwork
- (d) All of the above

11. It is defined as the framework within which managerial and operating tasks are performed.

- (a) Span of management
- (b) Organisational structure
- (c) Informal organisation
- (d) None of the above

12. It refers to the number of subordinates that can be effectively managed by a superior,

- (a) Organisational structure
- (b) Informal organisation
- (c) Span of management
- (d) None of the above

13. As the span of management increases in an organisation, the number of levels of management in the organisation

- (a) Increases
- (b) Decreases
- (c) Remains unaffected
- (d) None of the above

14. Which of the following is not a feature of functional structure?

- (a) It promotes functional specialisation.
- (b) Managerial development is difficult.
- (c) It is easy to fix responsibility for performance.
- (d) It is an economical structure to maintain.

15. Which of the following is not a merit of functional structure?

- (a) It promotes control and co-ordination within a department.
- (b) It makes training of employees easier, as the focus is only on a limited range of skills.
- (c) It ensures that different products get due attention.
- (d) It leads to occupational specialisation.

16. Rishabh has joined as a Creative Head in an entertainment company. He always ensures that the work has been divided into small and manageable activities and also the activities of similar nature are grouped together. Identify the related step in organising process being mentioned in the above lines.

- (a) Identification and division of work
- (b) Departmentalisation
- (c) Assignment of duties
- (d) Establishing reporting relationships

17. Indigo Limited has a staff of 300 people which is grouped into different departments. The organisational structure depicts that 100 people work in Production department, 150 in Finance department, 20 in Technology department and 30 in Human Resource department. Identify the type of organisational structure being followed by the company.

- (a) Functional structure
- (b) Divisional structure

- (c) Informal structure
- (d) None of the above

18. Which of the following is not a merit of divisional structure?

- (a) It promotes product specialisation.
- (b) It ensures that different functions get due attention.
- (c) It promotes flexibility and faster decision making.
- (d) It facilitates expansion and growth as new divisions.

19. Which of the following is not a demerit of divisional structure?

- (a) It is an expensive structure to maintain, since there may be a duplication of activities across products.
- (b) All functions related to a particular product are integrated in one department.
- (c) Conflict may arise among different divisional heads due to different interests.
- (d) Authority provided to the managers to supervise all activities related to a particular division may lead to undesirable consequences.

20. Identify the correct sequence of steps to be followed in an organising process.

- (a) Departmentalisation, Establishing reporting relationships, Assignment of duties, Identification and division of work
- (b) Identification and division of work, Departmentalisation, Assignment of duties, Establishing reporting relationships
- (c) Identification and division of work, Assignment of duties, Departmentalisation, Establishing reporting relationships
- (d) Identification and division of work, Establishing reporting relationships, Departmentalisation, Assignment of duties