

**DELHI PUBLIC SCHOOL, JAMMU**  
**Half Yearly Assignment (2018-19)**

**Class:- XII**

**M.M.:- 80**

**Subject:- Business Studies**

**General Instructions:-**

1. *All questions are compulsory.*
2. *Marks are indicated at the right side of each question.*

Q1. Mr. Kapoor, Finance manager of ABC Ltd. Applied for leave to attend a family function in Amritsar. The director of the company requested him to cancel his leave as there is an important meeting schedule on that date. Mr. Kapoor immediately agreed and cancelled his trip as he thought attending meeting is more important for company's benefit. Which principle of Fayol is applied by Mr. Kapoor? (1)

Q2. 'Accent Electronics was operating its business in Malaysia. The company started exporting its products to India when the Prime Minister announced relaxation in import duties on electric items. The company appointed retailers in India who had direct on line links with the suppliers to replenish stocks when needed.

Identify the dimension of business environment discussed in the above case. (1)

Q3. An employee will retire at the age of 60 years. Which type of plan is it? (1)

Q4. "A good leader does not wait for opportunities but creates them." This statement is related to which quality of a good leader? (1)

Q5. "There is no need of human resource planning as so many people are available in the market these days." Do you agree with this statement. (1)

Q6. What do you mean by key result areas in the context of controlling? (1)

Q7. Rajat a sales manager achieved his sales target one month in advance. This achievement was displayed on the board and a certificate for the best performance was awarded to him by the CEO of the company. Name the incentive provided to Rajat. (1)

Q8. Which type of structure can a formal organization have? (1)

Q9. "Internal sources of recruitment are better than external sources of recruitment ". How? Explain by giving three reasons. (3)

Q10. Explain briefly the two principles a manager must consider while dealing with deviation effectively. (3)

Q11. The Finance Minister reduced the repo rate to overcome recession. This is related to which dimension of business environment. Explain. (3)

Q12. Nowadays in schools, students and parents can File their complaints or requests to their respective class teachers and if needed class teacher may discuss the issue with the head of the department followed by Vice Principal and if the issue is extremely serious it may taken to the Principal. Which Principal of management is discussed here? Explain it with its exception. (3)

Q13. Vivo mobiles aims to produce 20,000 mobiles in 2017. To achieve this target production department strives for timely production, finance department agreed for timely release of funds, purchase agreed for timely supply of raw

Materials and sales department agreed to take all possible steps to sell them. Due to the combined efforts of all the departments the company can achieve its target.

- i. Which characteristics of management is highlighted in the above para
- ii. Which importance of management is highlighted here?
- iii. Which other aspect of management helps Vivo Mobiles to achieve its objective? (3)

Q14. Jaideep recently joined as the Managing Director of 'Tivori Ltd.', an apparel designing company. He observed that the company had a number of experienced fashion designers on the payroll. They regularly offered useful suggestions which were neither appreciated nor rewarded by the company. Instead the company outsourced its services to some renowned fashion designers and paid them a good compensation for their services. Because of this the employees felt disheartened and stop giving useful suggestions.

- (a) Identify the communication barrier discussed above
- (b) State the category of this communication barrier.
- (c) Explain any two other communication barrier of the same category (4)

Q15. Mr. Rajiv is the owner of 'Laxmi Dairy'. He is producing various milk products. He always test various ways of producing different products and chooses the best and economical way of production. He is also very particular about fixing a place for everything and he makes sure that all the employees are given a fixed place so that there is no wastage of time and delay in production.

- (a) Which technique of scientific management is applied by Rajiv?
- (b) Which principle of Henry Fayol is followed by him? Explain those (4)

Q16. At Alpha Ltd. All expenses bills of employees are processed by general manager himself. He feels quite overburdened. He decided to delegate this work to deputy general manager. But after sometime the deputy general manager, disperses this authority to various levels throughout the organization. Now all the bills for travelling are processed through respective department supervisor.

Name and explain the concept of management highlighted in above case before and after delegation of authority. (4)

Q17. 'Sonu Nigam' the famous playback singer always spends time for practice and adds his creativity in his singing. Like Sonu Nigam, Mr. Rajiv, manager of Headlines Ltd. Uses his creativity and practice management principles under different situations to manage the business. The employees are happy and satisfied as he everyday reward employees for their punctuality and efficiency.

- (a) Identify the nature of management highlighted above.
- (b) Name two other aspects of nature of management.
- (c) Identify the values followed by Mr. Rajiv. (4)

Q18. A company wants to modernise its product. What functions and decisions should be taken by each level of management to carry on this task (4)

Q19. Mr. Ram director of ABC Ltd. Does the entire planning for the organization. He instructed lower and middle level managers to strictly follow his plan and does not allow them to deviate from the set plan. He does not involve subordinates in decision making. The lower managers only follow the instructions of their superiors.

- I. Name the limitation of planning referred above.
- II. State any other two limitations.
- III. Name the concept of management followed by Mr. Ram. (4)

Q20. Nandrachal Networks and Technologies Ltd is a leader in technology innovation in U.S.A. creating product and solutions for a connected world. It has a large Research and Development team which invented the first Smart Watch W-I, which besides showing the time would also monitor few health parameters like heart beat, blood pressure, etc. while in search of markets abroad, the company found that in India, the reform process was underway with the aim of accelerating the pace of economic growth. The company decided to take the advantage of the fact that licencing requirements had been abolished. The company was also aware that there had been increased level of interaction and interdependence among the various nations of the world and India could be made a base for the international trade. It set up its office in Gujarat with a view to capture the Indian market. In a short span of time, the company emerged as a market leader. Success of the company attracted many other players to enter the market. Competition resulted in reduction in prices, thereby benefitting the customers.

(a) In the above paragraph, two major concepts related to government policy have been discussed. Identify and explain those concepts.

(b) Also, explain briefly any three impacts of those concepts on Indian business and industry. (5)

Q21. Explain briefly the relationship between controlling and planning. (5)

Q22. Huma is working in a company on permanent basis. As per the job agreement she had to work for 8 hours a day and was free to work overtime. Huma worked overtime, due to which she fell ill and had to take leave from her work. No one showed concern and enquired about her health. She realized that she was fulfilling only some of her needs still remained to be fulfilled.

(i) By quoting the lines from the above para, identify the needs of Huma which she is able to fulfill.

(ii) Also explain two other needs of Huma followed by the above needs, which remained to be satisfied.

(5)

Q23. Differentiate between formal and informal organization on the basis of the following:

i) Meaning ii) origin iii) authority iv) Behaviour v) flow of communication vi) Nature (6)

Q24. 'Pure Energy Ltd.' Imported a new hi-tech machine from Japan for manufacturing high quality and low cost solar panels in India. After a month, the report of Production manager reflected a decline in quantity and quality of production. On investigation, it was found that there was a lack of technical knowledge and skills amongst the employees for using these hi-tech machines. This resulted in high overhead charges as well as frequent visits of engineers were required from Japan.

(a) Suggest what should be done to increase the quality and quantity of production.

(b) Also state, how the employees will be benefitted from your suggestion.

(c) State any value which 'Pure Energy Ltd.' is following.

(d) Identify the function of management discussed above. (2+2+1+1)

Q25. A company is manufacturing garments. The manager wants to increase profits by purchasing new high speed machines or increasing the sales price or using waste material in manufacturing stuffed toys. He decided that using waste material to increase the profits is the best solution for him.

a) Identify the concept of management involved.

b) Mention the steps involved in the process by quoting the lines from the question.

c) To complete the process of the concept identified in (a), what further steps does the manager have to take.

(6)