



ASSIGNMENT NO. 2

SUBJECT: BUSINESS STUDIES CLASS-XII

JULY' 2026

Chapter 5: Organising

1. Distinguish between Delegation and Decentralisation on any five bases.
2. Which function of management coordinates human efforts, assembles resources and integrates both into a unified whole to be utilized for achieving specific objectives? State any three points of importance of this function of management.
3. The employees of Manik Ltd., a software company, have formed a dramatic group for their recreation. Name the type of organisation so formed and state its three features.
4. ABC Ltd. is manufacturing shoes. Their business has been doing well as their organisation specifies how much work should a worker do and in what manner. It follows a rigid structure which has been deliberately planned and created by top management for the coordination of activities. Identify the type of organisation and state its three features.
5. A company has its registered office in Delhi, manufacturing unit in Gurugram and marketing and sales department in Faridabad. The company manufactures FMCG. Which type of organisational structure should it adopt to do the business? Why?
6. ABC Ltd. has expanded rapidly in the last three years. The Managing Director found it difficult to supervise every department personally. Therefore, he appointed departmental heads and assigned them specific responsibilities. Along with assigning duties, he also gave them the authority to make decisions regarding their departments. However, the Managing Director remains accountable for the overall performance of the company.

Questions

- a) Identify the concept discussed in the above case. (1 mark)
- b) State any two elements of this concept. (2 marks)
- c) Why is the Managing Director still accountable despite delegating authority? (1 mark)
- d) State any two benefits of this concept.

7. **Bright Electronics Ltd.** operates through six regional offices across India. Each regional manager has the authority to recruit employees, purchase materials, and resolve customer complaints without seeking approval from the head office. This has enabled faster decisions and improved customer satisfaction.

Questions

- a) Identify the concept being followed.

- b) Give two features of this concept.
- c) State any two advantages of this concept.
- d) Name one prerequisite for adopting this concept successfully.

8. Fashion Wear Pvt. Ltd. grouped all employees into departments such as Production, Marketing, Finance, and Human Resource. Employees with similar skills work together under specialists. The company has improved efficiency but employees sometimes focus only on departmental goals.

Questions

- a) Identify the organisational structure.
- b) State any two advantages of this structure.
- c) Mention one limitation reflected in the case.
- d) Name any two departments commonly found in such organisations.

9. Galaxy Industries Ltd. manufactures refrigerators, washing machines, televisions, and air conditioners. To improve efficiency, the company created separate divisions for each product. Every division has its own production, marketing, and finance departments.

Questions

- a) Which organisational structure is being followed?
- b) State two advantages of this structure.
- c) Mention one limitation of this structure.
- d) Suggest one type of organisation where this structure is most suitable.

10. Techno Solutions Ltd. follows a clearly defined hierarchy where reporting relationships are specified. Alongside this, employees often discuss work-related problems informally during lunch breaks, helping them solve issues quickly.

Questions

- a) Identify the two forms of organisation discussed.
- b) State one feature of each.
- c) Mention one advantage of the informal organisation.
- d) State one limitation of the informal organisation.

11. Green Earth Ltd. has recently diversified into organic food products. Before starting operations, the management identified the activities to be performed, grouped similar activities, assigned them to different departments, delegated authority, and established reporting relationships.

Questions

- a)** Name the management function being performed.
- b)** State the first two steps of the organising process.
- c)** Which step involves grouping similar activities?
- d)** Why is establishing reporting relationships important?

Chapter 6: Staffing

- 1.** Tech Nova Solutions Ltd. is planning to expand its operations across North India. The Human Resource Manager has decided to fill 100 vacancies for software developers. The company first identified the job requirements and then invited applications through online job portals and newspaper advertisements. The management believes that attracting a large number of qualified candidates will increase the chances of selecting the best employees.

Questions

- a)** Identify the staffing function discussed in the above case.
 - b)** State any two sources used by the company to attract candidates.
 - c)** State any two advantages of this staffing function.
 - d)** Distinguish between internal and external sources of recruitment on any one basis.
- 2.** Galaxy Electronics Ltd. received more than 2,000 applications for the post of Sales Executive. Candidates first appeared for a written test followed by a group discussion and personal interview. Finally, selected candidates underwent a medical examination before receiving appointment letters.

Questions

- a)** Identify the staffing process being followed.
 - b)** Name any two steps involved in this process.
 - c)** Why is medical examination conducted?
 - d)** Why is selection called a negative process?
- 3.** Sunrise Manufacturing Ltd. recruited 50 diploma engineers. Before assigning them regular duties, the company arranged a six-month programme to improve their technical knowledge and work skills. Senior engineers guided them throughout the programme.

Questions

- a) Identify the staffing function discussed.
 - b) Name the method of training used in the case.
 - c) State any two benefits of training to employees.
 - d) Differentiate between training and development on any one basis.
4. Apex Industries Ltd. preferred filling the post of Production Manager by promoting an experienced Assistant Manager who had been working in the company for ten years. The management believed this would motivate employees and reduce recruitment costs.

Questions

- a) Identify the source of recruitment used.
 - b) State any two merits of this source.
 - c) Mention one limitation of this source.
 - d) Name any other internal source of recruitment.
5. Bright Vision Pvt. Ltd. recruited fresh management graduates from reputed business schools through campus interviews. The company believes young graduates bring innovative ideas and technological knowledge.

Questions

- a) Identify the source of recruitment.
 - b) State any two advantages of this source.
 - c) Mention one limitation of this source.
 - d) Name any other external source of recruitment.
6. Elite Motors Ltd. conducted manpower planning before opening a new manufacturing unit. After estimating the number of employees required, the company invited applications, selected suitable candidates, trained them, and finally evaluated their performance.

Questions:

- a) Which management function is highlighted? (1)
- b) Arrange the following in the correct sequence:
 - Recruitment

- Training
- Selection
- Estimating manpower requirements

c) Why is manpower planning important?

d) Name the last step of staffing.

7. Global Engineering Ltd. appointed machine operators. They learned by actually working on machines under the supervision of experienced workers. This method enabled them to gain practical knowledge without interrupting production.

Questions

a) Identify the training method.

b) State any two merits of this method.

c) Name any other on-the-job training method.

d) Differentiate between on-the-job and off-the-job training.

8. Success Textiles Ltd. appointed qualified employees for different departments after analysing job requirements. As a result, employee productivity improved, labour turnover declined, and the organisation achieved higher profitability.

Questions

a) Identify the function of management discussed.

b) State any two benefits of staffing reflected in the case.

c) How does staffing improve employee satisfaction?

d) State one objective of staffing.

9. Green Leaf Foods Ltd. is expanding into international markets. The HR department estimated that the company would require 150 additional employees over the next year. Before recruiting externally, it reviewed the performance records of existing employees and promoted several deserving candidates. The remaining vacancies were filled through campus recruitment and online job portals. Newly appointed employees attended a structured induction programme and later received job-specific training.

Questions

a) Identify the first step of the staffing process reflected in the case.

b) Identify one internal and one external source of recruitment used by the company.

c) Why should organisations prefer internal recruitment before external recruitment? Give any two reasons.

d) Explain the importance of induction training for newly recruited employees.