

UNIT TEST

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Std. : 12 (General)

Total Marks : 25

Sub. : Org. of Commerce (046)

Time : 1 Hour

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**Instructions :**

- I. There are 15 questions in this unit test.
- II. Students have to write the answer of this unit test in their note-book.

**SECTION : A**

- Select the correct alternative from the options given below from question 1 to 5. (Each question carries 1 Marks.) (05)

1. Planning is related to...  
(A) Past (B) Present (C) Production (D) Future
2. State the last step of planning process.  
(A) Evaluation of Plan (B) Selection of best plan  
(C) Verification of Planning (D) Determination of alternatives
3. In which type of organization, work is given more importance than department ?  
(A) Linear (B) Functional (C) Informal (D) Matrix
4. Organisation framed with the mixture of project structure and general structure is called ?  
(A) Matrix Organisation (B) Linear Organisation  
(C) Functional Organisation (D) Informal organisation
5. What is the second step of staffing after recruitment ?  
(A) To give promotion (B) Selection (C) Training (D) Transfer

**SECTION : B**

- Answer the following questions from 6 to 10 in one sentence each. (05)  
(Each question carries 1 Marks.)
6. Give the full form of O.R.
  7. State the types of budget.
  8. What is organization ?
  9. Which is the first step of selection procedure ?
  10. State the names of various types of tests conducted for selection procedure.

**SECTION : C**

- **Answer the following questions 11 and 12 in short. (04)**  
**(Each question carries 2 Marks.)**

11. Draw a diagram of elements of delegation of authority.
12. State any four internal sources of recruitment.

**SECTION : D**

- **Answer the following questions from 13 to 14 in brief. (06)**  
**(Each question carries 3 Marks.)**

13. Explain any six characteristics of Informal organization.
14. Explain any six points of importance of staffing.

OR

14. Write the difference between training and development. (any 3 points)

**SECTION : E**

- **Answer the following question 15 in details. (05)**

15. Explain characteristics of planning.

OR

15. Explain elements of planning.