

ASSIGNMENT CH 5 AND 6

XII – B.STUDIES

MM: 20

1. An organisation is working by clubbing similar related jobs under different departments. The HR department is not in direct touch with the Marketing Department and this has created problems. The HR head feels that he only knows about the HR department and similar is the case with the Marketing department. However the truth is both of them have limited and specific skills.
Which type of organisation structure does this organisation has? What will be the outcome of this mode of thinking in the near future for the organisation? Name one more disadvantage of this type of organisation structure? (4)
2. Identify the following and write the reason into formal and informal organisation:
 - a) Mountain cold storage has a well defined structure of authority relationships. This structure is created after a lot of planning by the top level management.
 - b) Tanuj Drinks is an organisation which helps quench the thirst of people sitting on roadside and parks on Sundays. This organisation has originated from Mountain cold storage spontaneously.
 - c) An organisation holds its meeting according to the mood of the members. It has no set pattern of behavior.
 - d) An organisation which is run in Central Delhi is known for its rigid nature.
 - e) Cricket Club is an organisation in which the authority of the members, constituting it, is because of their positions in the management.
 - f) Translife is an organisation in which only the managers are the leaders. (3)
3. Bhagwati Enterprises is a company engaged in the marketing of air- conditioners of a famous brand. The company has a functional structure with four main functions — Purchase, Sales, Finance and Staffing. As the demand for the product grew, the company decided to recruit more employees.
Identify the concept which will help the Human Resource Manager to find out the number and type of personnel available so that he could decide and recruit the required number of persons for each department.(1)
4. Seven Colours' is a progressive company with a very good HR record. Recently it created a pool of prospective candidates for jobs to be given in various departments. The company is always willing to complete its HR duties properly. Various job positions exist in the company. The company makes it compulsory for the HR department to prepare job descriptions so that necessary information about the jobs could be created. For its decent HR practices the company has won several awards. It knows that the most important asset of an organisation is its image and to protect it the company should always be ready to do extra efforts. Last year when a few groups filed a complaint against the company it made great efforts to fight legally and came out victorious. It has a very good set up to promote the interests of the employees. In order to give them a familiar environment the company promotes various informal organisations and proper celebration of all festivals. It is very responsive towards its workers and always attends to their problems. There is a special cell in the HR department which is very responsive to the complaints made by the employees regardless of the level at which they work. Recently a national newspaper made a very favourite mentioning of the absence of strikes in the company as the management-labour relations are very good and a lot of importance is given to the demands of the labour unions. A very peaceful environment exists in the organisation.

In the above case there are highlighted various duties of the HR department. Identify them.(6)

5. In 'Amazing Kids' which is a school of reputation the ^principal has decided to improve the performance of teachers through proper motivation. He has planned to promote some of the good performing teachers to the post of supervisors in their respective wings. The adjoining school after knowing this decides to do the same but the school is new and there is no scope of filling the higher slots with the teachers of the school as all of them are new too.

This school then goes for external sources of recruitment for which two sources are checked:

1. They approach a government office for this purpose. Here in this government agency link between job seekers and employers is matched and people who are unemployed get registered for skilled as well as unskilled jobs.
2. They check the data of people who applied for the jobs of teachers but were unable to make it. There was a chance that these people could be easily recruited since they were interested in the jobs last year.

A friend of the principal of 'Amazing Kids' is a factory owner. He told him that finding workers for his factory is easy as he generally requires unskilled labour. Daily notification is put outside the factory building and people apply and get selected on spot.

1. In the above case which type of recruitment is attempted by the principal of 'Amazing Kids'?
2. Which limitation is discussed in the last part of first paragraph of the case?
3. Identify the two external sources of recruitment involved by the second school in the above case.(6)