

Girls' High School & College , Prayagraj

Session: 2020 - 2021

Class: 12 C

Subject: Commerce

Worksheet: 06

Note: Parents are expected to ensure that the student spends two days to read and understand the chapter according to the book and thereafter answer the given questions.

Books: ISC Commerce Volume II (of class 12th) by Dr.C.B.Gupta

L 8 : PLANNING

Answer the following questions in short:

1. Define plan and planning.
2. What is a budget?
3. Differentiate between goals and objectives.
4. What is a policy?
5. What is meant by a procedure?
6. Distinguish between procedures and rules.
7. Explain any two types of policies.
8. Give any two features of strategy.

Answer the following questions in detail :

1. "Planning is beneficial to all". In the light of this statement, discuss the importance of planning.
2. Explain the features of planning.
3. "Planning is not a guarantee of success". Explain the limitations of planning.
4. Discuss the steps involved in the process of planning.
5. Differentiate between policies and strategies.
6. Explain the different types of budgets in short.
7. Define programme. Also explain its types and features.
8. Distinguish between rules and methods.
9. "In administration, God help those who have a clearly defined objective". Do you agree? Give reasons in support of your answer.
10. Discuss the different types of policies.

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