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Program : **BS (SE)**

Q.2

What is organization? Explain different types of organization in detail.

Ans. Organization refers to a collection of people, who are involved in pursuing defined objectives. It can be understood as a social system which comprises all formal human relationships. The organization encompasses division of work among employees and alignment of tasks towards the ultimate goal of the company .It can also be referred as the second most important managerial function , that coordinates the work of employees, procures resources and combines the two, in pursuance of company's goals.

Different types of organization

Functional Organization: As the name suggests, functional organization structure is one in which the thorough task of managing and directicting the employees, is grouped as per the functions or type of work involved.

Matrix Organization: Matrix organization is the emerging structure of the organization, which is a combination of functional organization and project organization. In such an organization, the functional departments such as production, accounting, marketing, human resource, etc. constitute a vertical chain of command, while project division consitute horizontal line of authority.

Divisional Organization: The divisional organizational structure organizes the activities of a business around geographical, market, or product and service groups. Thus, a company organized on divisional lines could have operating groups for the United States or Europe, or for commercial customers, or for the green widget product line.

Q.3

What are the difference between Data and Information? Give detail with proper examples and explanations.

Ans. **Data** is raw, unorganized facts that need to be processed. **Data** can be something simple and seemingly random and useless until it is organized. When **data** is processed, organized, structured or presented **in a** given context so as to make it useful, it is called **information**. ... Over time "**data**" has become the plural of datum

Examples: Timetable, Merit list, Report card, Headed tables, Printed documents , Pay slips, receipts   Reports etc. The information is obtained by assembling items of data into a meaningful form.

For Example, marks obtained by students and their roll numbers form data, the report cars/sheet is the .

Q.1

a) Why we define different needs before taking any task, elaborate your answer.

Ans. That is begin with the end in mind. if you can't   define what "done" means, for the task as well as the project ,you'll never get there.

One way to accomplish this is to talk with your quality assurance or testing team. Figure out how to verify that work has been done using a series of tests. If   you can do that ,you can measure progress as well as define the specific items for the team to work on.

Ask, "if someone claimed to have completed X, would you know how to test it? "   if   QA doesn't know ,then the task is too big. If QA says, "This could only be tested in conjunction with Y," then there is a good chance that X is too small. You may not have a formal quality assurance department; not every profession has that sort of process built.

But you probably do have someone in the role of high and mighty POO-bah who signs off on project phases, sometimes in accompaniment with (oh boy!) a check. Give your list of tasks a hairy eyeball and ask yourself, at least, "How can my client avoid paying me by claiming it is not ?" if you don't have a good answer to that question, you probably have more work ahead of you.

b) What information is required if a person is thinking to start a specific business, also discuss different sources of information.

Ans. Market research will tell you if there is an opportunity to turn your idea into a successful business. it's away to gather information about potential customers and businesses already operating in your area. Use that information to find a competitive advantage for your business.

Business plan: your business plan is the foundation of your business. it's roadmap for how to structure, run ,and grow your new business. You'll use it to convince people that working you or investing in your company is a smart choice.

Fund your business:
your business plan will help you figure out how much money you'll need to start your business. if you don't have that amount on hand ,you'll need to either raise or borrow the capital. Fortunately, there are more ways than ever to find the capital you need.

Pick your business location:
your business location is one of the most important decisions you'll make. Whether you're setting up a brick-and-motar business or launching an online store, the choices you make could affect your taxes, legal requirements and revenue.

Choose a business structure:
The legal structure you choose for your business will impact your business registration requirements, how much you pay in taxes, and your personal liability

Choose your business name:
it's not easy to pick the perfect name. You'll want one that reflects your brand and captures you spirit. You'll also want to make sure your business name is not already being used by someone else.

Register your business:
Once you've picked the perfect business name, it is time to make it legal and protect your brand. If you're doing business under a name different than your own, you'll need to register with the federal government, and maybe your state government, too.

Open a business bank account:
A small business checking account can help you handle legal, tax, and day-to-day issues. The good news is it's easy to set one up if you have the right registration and paperwork ready.