

DAV Public School; DVC;MTPS
Summer Holiday Home Assignment -1
(2019-20)

Class- XII

Subject- Business Studies

All the questions are compulsory.

Answer all the questions in your homework copy.

Questions from 1 to 4 are carrying 1 mark for each.

Questions from 5 to 6 are carrying 3 marks for each.

Questions from 7 to 8 are carrying 4 marks for each.

Questions from 9 to 10 are carrying 5 marks for each.

Questions from 11 to 12 are carrying 6 marks for each.

1. Name the process of designing and maintaining an environment in which individual working together in groups efficiently accomplish selected aims.
2. Which function of management is concerned with finding the right people for the right job?
3. The production manager of a company is trying to produce goods with minimum cost. Name the concept which is being focused by management.
4. To meet the objectives of the firm, management of Angora Ltd. offers employment to physically challenged persons. Identify the organizational objectives it is trying to achieve.
5. Explain in brief “management as an activity”
6. How is “Management a goal-oriented process?”
7. Management is a systematized body of knowledge that explains certain general truths. Explain.
8. Explain how management increases efficiency and helps in the development of society.
9. State any 5 characteristics of management.
10. “Coordination is needed at all level of management and it is the responsibility of all managers.” Explain how.
11. Explain the organizational objectives of management.
12. Describe any five reasons which clarify that management is gaining importance day by day.

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Class- XII

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Questions from 7 to 8 are carrying 4 marks for each.

Questions from 9 to 10 are carrying 5 marks for each.

Questions from 11 to 12 are carrying 6 marks for each.

1. "Workers should be encouraged to develop and carry out their plans for development". Identify the principle of management formulated by Fayol.

2. How do the techniques of 'motion study' help to improve the efficiency of workers?

3. What is the objective of standardisation?

4. What is meant by 'mental revolution' according to Taylor?

5. The directors of Bhupender Ltd. an organisation manufacturing computers want to double the sales & have given this responsibility to their sales manager. The sales manager has no authority either to increase the sales expenses or appoint new salesman. Hence he could not achieve this target. Is the sales manager responsible for not achieving the target? Explain in brief, the relevant principle in support of your answer.

6. Sita and Geeta are typists in a company having same educational qualifications. Sita is getting ₹ 3000 per month and Geeta ₹ 400 per month as salary for the same working hours. Which principle of management is violated in this case? Name and explain the principle.

7. The production manager of Bharat Ltd. instructs a salesman to go slow in selling the product, whereas the marketing manager is insisting on fast selling to achieve the target. Which principle of management is being violated in this case? State the consequences of violation of this principle.

8. Nikita and Salman completed their MBA and started working in a multinational company at the same level. Both are working hard and happy with their employer. Salman had the habit of backbiting and wrong reporting about his colleagues to impress his boss.

All the employees in the organisation knew it. At the time of performance appraisal Nikita was judged better than Salman. Even then their boss, Mohammad Sharif decided to promote Salman stating that being a female Nikita will not be able to handle the complications of higher post.

a) Identify and explain the principle of management which was not followed by this company.

b) Identify the values which are being ignored by the company.

9. Explain the following principles of management given by Fayol.

a) Unity of command

b) Order

10. Explain the nature of management principles.

11. Explain the importance of management principles.

12. How do the techniques of scientific management improve the productivity of workers?

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Summer Holiday Home Assignment -3
(2019-20)

Class- XII

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Questions from 9 to 10 are carrying 5 marks for each.

Questions from 11 to 12 are carrying 6 marks for each.

1. What is the objective of 'Time Study'?
2. What is the objective of method study?
3. Name the technique of scientific management which focuses on separation of planning and execution function.
4. Why is it said that principles of management are flexible?
5. ABC Ltd. is engaged in producing electricity from domestic garbage. There is almost equal division of work responsibility between worker and management. The management even takes workers into confidence before taking important decisions.
6. The production manager of an automobile company asked the foreman to achieve a target production of 200 scooters per day. But he did not give him the authority to requisition tools and materials from the stores department. Can the production manager blame foreman if he is not able to achieve the desired target? Explain briefly the principle relating to the situation.
7. Briefly explain Gang Plank with diagram and Espirit de Corps.
8. Kushal Ltd. is a leading automobile company in which the various department are setting up their own objective without paying any interest to the organizational objectives.
 - a) Which aspects of management of company is lacking? What will be impact on the organization?
 - b) Identify the principle of management which has been over looked by the organization.
 - c) State any two value which is neglected by the people of organization.
9. Which principle (Fayol's principle or Taylor's principle) is more acceptable and why?
10. What is the drawback of Piece wage rate system and standardization and simplification of work?
11. Explain "Harmony not discord".
12. Explain the importance of Coordination.

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Summer Holiday Home Assignment -Project
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PROJECT

Do your project in project file.

Application of Fayol's method in an organization.