



D.A.V. PUBLIC SCHOOL, NEW PANVEL

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Std: - XII

Sub: - Business Studies

Topic – Principles of Management

Worksheet- 2

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1. Which of the following statements is not considered as significance of principles of management?
 - a. Provide managers with useful insight
 - b. Helps to take scientific decisions
 - c. Create confusion in the minds of managers
 - d. Meeting changing environment requirement
 2. Name the principle of management given by Henri Fayol which when applied would mean that the workers and management both honour their commitments without any prejudice towards each other.
 - a. Discipline
 - b. Order
 - c. Equity
 - d. Scalar Chain
 3. What is the purpose of time study?
 - a. To eliminate unnecessary motion
 - b. To determine fair day's work
 - c. To estimate the number of rest intervals
 - d. To differentiate between efficient and inefficient workers
 4. The top level management of ABC Ltd organize regular training sessions for their employees and even during selection process, it makes sure that only capable and competent persons join their organization. State the scientific principle followed by ABC Ltd.
 - a. Science, not thumb of rule
 - b. Harmony not discord
 - c. Cooperation not individualism
 - d. Development of workers to their greatest efficiency
 5. 'One head One plan' is concerned with which of the following principle?
 - a. Unity of Direction
 - b. Order
 - c. Discipline
 - d. Unity of Command
 6. Identify the nature of principles of management highlighted in the given statements:
 - A. They do not provide readymade solutions as business environment is everchanging and dynamic
 - B. They are applied to all types of organisations , business as well as non business
 - C. They are developed through research work on the basis of experience of managers.
 - D. None of the above
 7. Rajeev is a middle lever manager. He keeps all his subordinates under a lot of discipline. His employees however complain of wastage of time and efforts as they feel that nothing is being assigned in a proper way and a proper place, also no proper schedule is made for working. Which principle of management is violated here?

8. Pakka employment is a company which takes care of the fact that the confidence of the employees should always be at its peak. For this reason they give surety to their employees for employment for a minimum fixed tenure of time. Which principle of management is followed here?
9. A floor manager of a Mall is very capable as he utilises all the functions of management. He lays stress on developing mutual trust and spirit of cooperation amongst the employees. Under his guidance the employees admit that they learn a lot and are able to meet their targets. This has led to increase in their salaries. Identify the principle of Fayol followed by the floor manager in the above case.
10. The plant superintendent of a company is very sad. When he was on leave he was expecting his subordinates to take the remaining work to the finish. However he finds a new way of dealing with this problem. He develops a system of suggestion building from the side of workers. For this a suggestion/complain box is to be kept where the workers can drop their advice and hence take steps from their side. Which principle of management has been implemented here off late by the plant superintendent?
11. Every year a meeting is organized in the lawns of the owner of a company. In this meeting the owner of the company grants some funds for the benefit of the families of the employees. The employees on the other hand never resist any change or put excessive demands. The general environment in the company is very supportive to the employees. The employee turnover ratio is very low. Which concept of management is discussed here? Which principle of management will be easily followed here?
12. Bhatkaav Enterprises is facing huge losses. The owner of the company is an MBA pass out. Even then many things in the organisation are happening which are indicative of lack of proper management in the company. First of all there is no specific sharing of work and any time any employee is asked to do anything. This has led to wastage of efforts. Further due to negligence in proper work sharing there has been no specialisation development in the nature of the jobs done by the employees.
There are no clear and fair agreements between the workers and the management. This has led to a lot of frustration in the workers. Management has quite often been found to be ignorant of not fulfilling promises done by it. There are also no strict rules and regulations binding on the conduct of the workers.
The departmental heads who are the middle level managers in the company and hold key positions always favour their relatives. They quite often don't turn up for job on time. They are always looking for special relaxations from the top management. This has led to feeling of resentment among the employees who are also demanding special favours and threatening strike in the coming days. Identify the three principles of Fayol violated in the above case.



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Worksheet- 1

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- Star Limited is a garment manufacturing company which has been performing quite well. The company got a major order of 2000 shirts which it is supposed to manufacture and supply within two weeks time. On an average the company manufactures around 50 to 60 shirts in a day. Therefore, it is a very challenging task for the organisation. The management of the company asked its labour to put in extra hours without any additional payment to achieve this objective. In return, management has promised the workers that their wages will be increased on a permanent basis as soon as the project is over. The labour agreed to the management's proposal and completed the assigned task within the allotted time frame. As per its promise the management increased the wages of the workers and the project became a great success. Both management and labour honoured their commitment.
Identify the principle of Henri Fayol which has been highlighted in the above case.
 - Which principle of general management advocates that, "Employee turnover should be minimised to maintain organisational efficiency."?
 - Stability of personnel.
 - Remuneration of employees.
 - Equity.
 - Esprit De Corps.
 - Through this principle of management, Henri Fayol guides the managers to exhibit exemplary behaviour and advises that they should not fall into the temptation of misusing their powers for personal benefit at the cost of the general interest of the organisation. Which principle of management is being described in the above statement?
 - Remuneration of employees.
 - Centralisation and decentralisation.
 - Subordination of individual interest to the general interest.
 - Equity.
 - According to Henri Fayol, if this principle of general management is violated, "Authority is undermined, discipline is in jeopardy, order disturbed and stability threatened." Identify the principle.
 - Authority and responsibility
 - Discipline

- (c) Unity of command
 - (d) Equity
5. Name the principle of management suggested by Henri Fayol, which advocates that, "There should be good superiors at all levels, clear and fair agreement and judicious application of penalties."
- (a) Authority and responsibility
 - (b) Esprit De Corps
 - (c) Order
 - (d) None of the above
6. The technique of differential piece rate system was developed by Taylor in order to
- (a) Discriminate between efficient and inefficient workers
 - (b) Reward the efficient worker
 - (c) Motivate the inefficient workers to perform better
 - (d) All of the above
7. This technique of scientific management aims to determine the amount and frequency of rest intervals that should be provided to the employees during working hours.
- (a) Time study
 - (b) Method study
 - (c) Motion study
 - (d) None of the above
8. The objective of this technique of scientific management is to reduce a given line or a product to fixed type sizes and characteristics. Name the technique.
- (a) Method study
 - (b) Differential piece wage system
 - (c) Standardisation and simplification of work
 - (d) Functional foremanship
9. Considering the fact that it is difficult to find one single person with all the needed qualities, Taylor suggested the appointment of a specialist through this technique of scientific management. Identify the technique.
- (a) Standardisation and simplification of work
 - (b) Method study
 - (c) Functional foremanship
 - (d) Motion study

