

**Summer Holiday Homework**

# **WORKSHEETS**

**CLASS XII**

**BUSINESS STUDIES**

**WORKSHEET NO. 1**

**TOPIC: NATURE AND SIGNIFICANCE OF MANAGEMENT**

**Time Allowed: 20 Minutes**

**Max. Marks: 10**

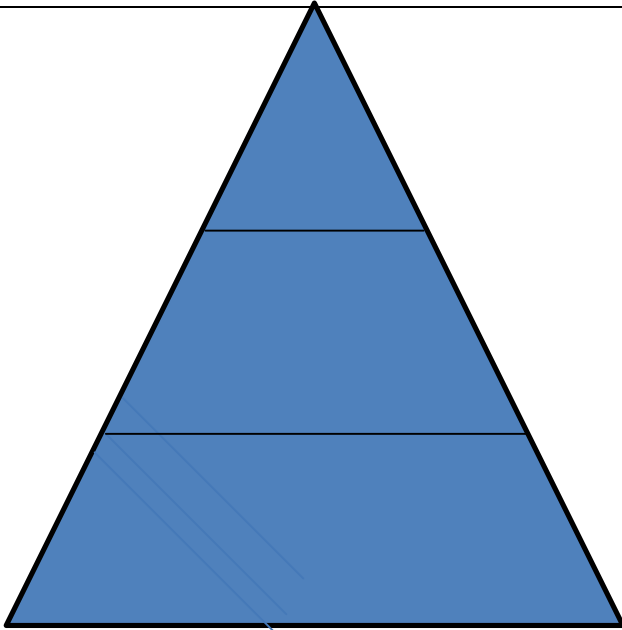
1	State any two social objectives of management.	1
2.	State any two personal objectives of management.	1
3.	Mr. Nikunj has been working as Production Manager in Bhushan Steel Limited since 2000. At which level of management is he working. State any three functions performed by him.	4
4.	Name the level of management at which managers are responsible for the welfare and survival of the organization. State any two functions of such level of management.	3
5.	Match the following:-  (a.) Managing Director (b.) Sales Manager (c.) C. E. O. (d.) Plant Superintendent (e.) Supervisor (f.) Foreman  (i.) Middle Level Management (ii.) Lower Level Management (iii.) Top Level Management (iv.) Middle Level Management (v.) Lower Level Management (vi.) Top Level Management	6

**WORKSHEET NO. 2**

**TOPIC:FUNCTIONS OF MANAGEMENT**

**Time Allowed: 20 Minutes**

**Max. Marks: 15**

1	Arun, a finance manager applies his knowledge in a personalized manner while taking managerial decisions. Which nature of management is highlighted here.	2
2.	Briefly explain the functions of Management.  i  ii  iii  iv  v	5
3.	Identify the nature of Management when it is said to be a systematized body of knowledge that explains certain general truths.	2
4.	 <p>Mark the levels of Management in the above diagram and give two designations each of the respective levels.</p>	3+3 =6

**WORKSHEET NO. 3**

**TOPIC: CO-ORDINATION**

**Time Allowed: 20 Minutes**

**Max. Marks: 15**

1	Sumit Electricals Limited, Panipat has production, purchase, marketing, finance and human resource departments. All departments are working together to achieve organizational goals. Highlight the concept of management mentioned here.	1
2.	Mr. Ravi Sharma, working as Production Manager in Surya Roshni Limited, Kashipur, directed his employees to put different types of wastes like papers, plastics and chemicals in the respective ear-marked dust bins. By this which values he want to inculcate among his employees. State any four. i. ii. iii. iv.	4
3.	Explain any three features of Co-ordination. i. ii. iii.	3
4.	“Co-ordination is not a separate function of management. It is the essence of management”. Give any four reasons in support of your answer. i. ii. iii. iv.	4

## WORKSHEET NO. 4

### TOPIC: MANAGEMENT: PRINCIPLES OF MANAGEMENT

Time Allowed: 20 Minutes

Max. Marks: 10

1	State any two features of Principles of Management.  (a.)  (b.)	1
2.	Mr. Rakesh Mishra is working as a Purchase Manager in 'Euro Spinner Limited'. He is to purchase raw materials and then supply to Production Department. The required material is available in the market @ Rs. 850 per quintal, but he purchased the raw material from his relative's shop @ Rs. 900 per quintal. Which management is violated here by Mr. Rakesh Mishra?	1
3.	What does the principle 'Initiative' indicate?	1
4.	Mr. Ram Kumar, a manager, very often speaks to people at all levels, passing on instructions regarding his department and also the other departments. Which principle of management is being overlooked?	1
5.	Write a short note on the following principles:-  (a.) Discipline:-  (b.) Unity of Command:-  (c.) Stability of tenure of personnel:-	6

**WORKSHEET NO. 5**

**TOPIC: PRINCIPLES OF SCIENTIFIC MANAGEMENT**

**Time Allowed: 15 Minutes**

**Max. Marks: 10**

1	What is Mental Revolution?	1												
2.	Explain the following: - (a.) Science, not rule of thumb:-  (b.)Harmony, not discord:-  (c.) Cooperation, not individualism:-  (d.)Development of each and every person to his/her greatest efficiency and prosperity:-	6												
3.	<table border="1"><thead><tr><th>Basis of difference</th><th>Henry Fayol</th><th>F. W. Taylor</th></tr></thead><tbody><tr><td>1. Perspective</td><td></td><td></td></tr><tr><td>2. Focus</td><td></td><td></td></tr><tr><td>3. Expression</td><td></td><td></td></tr></tbody></table>	Basis of difference	Henry Fayol	F. W. Taylor	1. Perspective			2. Focus			3. Expression			3
Basis of difference	Henry Fayol	F. W. Taylor												
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3. Expression														

## WORKSHEET NO. 6

### TOPIC: TECHNIQUES OF SCIENTIFIC MANAGEMENT

Time Allowed: 20 Minutes

Max. Marks: 15

1	What is main objective of 'Time Study.'	1
2.	Who is Gang Boss.	1
3.	<p>Mr. Rohit Sharma is the Production Manager of Sanchi Milk Limited, Jabalpur. He is producing several milk products. Various alternatives are available for producing each product. It is the endeavor of Mr. Sharma that best and cheap alternative be adopted in production. He has made a special arrangement in his department. According to it, a proper place will be earmarked for everything used in the production department. He has also directed the employees of the department that everything should be available at its decided place. There is a provision for awarding punishment to those who ignore the director. All activities of Mr. Sharma's department are closely related to each other. To maintain the balance among them he makes special efforts so that there is no obstruction in production.</p> <p>(i) Which technique of scientific management is being practiced by the company in the above paragraph?</p> <p>(ii.) Explain briefly the above mentioned technique.</p>	4
4	Name and explain the technique of Taylor which is the strongest motivator for a worker to reach standard performance.	3





# Summer Holiday Homework

Subject: Economics

Class 12

Chapters from 2 upto ch. 6 from macro economics, learn and solve last three years sample papers.

Solve minimum 20 sums from ch. 2 and 3. In your notebook

# Summer Holiday Homework

Class 12

Subject: Hindi

1 periodic test का प्रश्न पत्र हल करें।

अभिव्यक्ति का माध्यम

पाठ 2 पत्रकारिय लेखन के विभिन्न रूप

1 समाचार लेखन

2 संपादकीय

3 आलेख

4 फीचर

5 कार्टून कोना

6 विशेष लेखन

एक फाइल तैयार करें। जिसके अंतर्गत उपर्युक्त विषयों से संबंधित जानकारी लिखकर अखबारो से कटिंग लेकर चिपकाए।