



INDIAN SCHOOL NIZWA - WORKSHEET

BUSINESS STUDIES

CH: 2 PRINCIPLES OF MANAGEMENT

Name: _____

Date: _____

Class: XII Sec: B

- 1 What is meant by 'Principles of Management'?
- 2 State the objective of 'Time Study'?
- 3 What is meant by 'Motion study'?
- 4 Give the meaning of 'Mental Revolution' as suggested by F.W. Taylor.
- 5 State the characteristics of principles of management.
- 6 Explain the importance of 'Principles of management'?
- 7 Explain the principles of scientific management given by Taylor.
- 8 Give reason of why the principles of management are called contingent.
- 9 What is meant by 'Universal applicability' of principles of management?
- 10 State the role of 'speed boss' in functional foremanship.
- 11 State the role of 'gang boss' in functional foremanship.
- 12 State the role of 'route clerk' in functional foremanship.
- 13 With the help of a diagram explain 'functional Foremanship' as a technique of scientific management.
- 14 Explain the techniques of scientific management.
- 15 Name and explain the principle of management according to which a manager should replace 'I' and 'WE' in all his conversations with workers.
- 16 Explain 'Harmony not Discord' as a principle of Scientific Management.
- 17 Give one reason of why principles of management are not rigid prescriptions.
- 18 Explain how principles of management: a. Help in optimum utilisation of resources and effective administration b. Help the managers in meeting changing environment requirements.
- 19 Explain the following principles of management: a. Scalar chain b. stability of tenure of personnel c. division of labour d. equity e. remuneration of employees.
- 20 Name and explain the principles of management which requires judicious application of penalties by the management. Name and explain the technique of scientific management which helps in establishing interchangeability of manufactured parts and products.
- 21 Explain the following principles of 'Scientific Management'-
 1. Science not a rule of the thumb
 2. co-operation, not individualism
 3. Harmony not discord.



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- 22 Ayesha a manager decided that there will be separate departments for finance, marketing, production and sales in her company. By doing so she is following a principle of management. Name the Principle.
- 23 ABC Ltd. is engaged in producing electricity from domestic garbage. There is almost equal division of work and responsibility between the workers and management. The management even takes workers into confidence before taking important decisions. All the workers are satisfied as the behaviour of the management is good. 1. State the principle of management described in the above para. 2. Identify any two values which the company wants to communicate to the society.
- 24 Vaibhav, an employee in Jindal Ltd. was instructed ny Mr Ashutosh (production manager) to increase production of steel as there was an over purchasing of steel. On the other hand, Mr. Raghav (sales manager) directed him not to increase the steel production as there was low demand for steel in the market. Vaibhav got confused regarding whose order to follow and hence was unable to work properly. Due to overlapping orders and instruction, Vaibhav was unable to satisfy both the bosses which led to conflict in the organisation. 1. Name the principle not being followed. 2. Give two advantages of following this principle. 3. Identify the values that can be gained by the following the above principle.5m