



INDIAN SCHOOL NIZWA - WORKSHEET

BUSINESS STUDIES

CH: 1 NATURE AND SIGNIFICANCE OF MANAGEMENT

Name: _____

Date: _____

Class: XII Sec: B

1. What is meant of Management?
2. Explain the characteristics of Management. **March 2019**
3. 'A successful enterprise has to achieve its goals effectively and efficiently.' Explain.
4. 'Management is Multi-dimensional.' Explain.
5. Explain the objectives of Management.
6. Why is management called a group activity?
7. Name any two institutes of Management in India.
8. Explain the importance of Management. **March 2019**
9. Management is considered to be both an art and science. Explain.
10. Is Management a profession. Explain.
11. Explain the functions of management.
12. What is meant by levels of management?
13. Enumerate the functions of Top management.
14. Enumerate the functions of Middle management.
15. Enumerate the functions of Lower-level of management.
16. 'Management is the process of getting things done.' State the meaning of the term 'process' used in this statement.
17. 'Coordination is the essence of Management.' Do you agree? Give reasons.
18. What is meant by co-ordination?
19. Explain the features of co-ordination. **March 2019**
20. Explain how does co-ordination 'integrate group of efforts' and 'ensure unity of action'.
21. Explain the importance of coordination.
22. Coordination is needed at all levels of management.' Explain.
23. What is meant by supervision?
24. What is meant by communication?
25. What is meant by leadership?
26. What is meant by motivation?
27. Why is it said that management is all pervasive?
28. Is management a profession on the basis of 'Ethical code of conduct'?
29. PODSCORB- WRITE FULL FORM.
30. List any two social objectives of management.

APPLICATION QUESTIONS.

1. Your grandfather has retired as the Director of a manufacturing company. At which level of management was he working? Different type of functions are performed at this level. State any one function.



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2. Your grandfather has retired from an organization in which he is responsible for implementing the plans developed by the top management. At which level of management was he working? State one more function performed at this level.

3. Mr. Amol Khan passed his B.Sc.(Non-Medical) examination in the year 2014. After this he successfully ran the business of his father. Suddenly, he thought of seeking employment. He got the job of a finance manager in a company on the basis of his knowledge, experience and proficiency. He is doing his job successfully. 1. Now tell, is the appointment of Mr. Khan as a manager valid? 2. Was not it necessary for him to do M.B.A. or some other course for this job?

4. Kayco LTD. Is manufacturing detergents. They decide to launch a new range of herbal products. As they are in a hurry they have tested products on animals only. The necessary information is missing on the package. The management also plans to launch a new factory in a tribal area where the required products are easily available and the labour/men, women and children are available for work at low wages in the absence of development opportunities and schools. A). Which values do you find disturbing in the above para? B) Will the decision to install a new unit in a tribal area help society? Highlight the social values involved in his decision.

5. Mega Ltd. Was manufacturing water-heaters. In the first year of its operations, the revenue earned by the company was just sufficient to meet its costs. To increase the revenue, the company analysis the reasons of less revenues. After analysis the company decided: a) to reduce the labour cost by shifting the manufacturing unit to a backward area where labour was available at a very low rate. b) to start manufacturing solar water-heaters and reduce the production of electric water heaters slowly. This will not only help in covering the risks, but also help in meeting other objectives too. A) identify and explain the objectives of management discussed above. b) State any two values which the company wanted to communicate to the society .

6. XYZ Power Ltd. set up a factory for manufacturing solar lanterns in a remote village as there was no reliable supply of electricity in rural areas. The revenue earned by the company sufficient day by day, so the company decided to increase production to generate higher sales. For this they decided to employ people from the nearby villages as very few job opportunities were available in that area. The company also decided to open schools and creches for the children of its employees.

A) identify and explain the objectives of management discussed above. b. state any two values which the company wanted to communicate to the society.

7. Management as a Profession like Accounting, Medicine and Law has a well defined body of knowledge. Yet management does not qualify to be a full fledged profession. Why?

8. 'Management can be called an inexact science.' Explain.