

HARI VIDYA BHAWAN

Session- 2020-2021

Subject- Business Studies (055)

Class -12th

Worksheet-11

Chapter-2 Principles Of Management

General instruction :

- Solve the worksheet in a separate notebook which is available at your home or do it on a paper Later will be pasted in your fair copy . **NO NEED TO GO OUTSIDE .**
- All the students must download Meritnation app for all content related to chapter for completing worksheets.
- Complete this worksheets as your **Periodic Test I**. Marks would be given to those who complete it else you will have to go through pen paper test after the school reopens.
- To solve this worksheet you can take help of the following link:
<https://youtu.be/O0e8XcVysjo>
<https://youtu.be/4GQmoY5Ub08>

Topic: Fayol's Principles of Management:

Q.1. Who is the father of Administrative Management?

- a) Taylor
- b) Fayol
- c) both of these
- d) None of these

Q.2. How many Principles of Management has been given by Henry Fayol?

- a) 5
- b) 14
- c) 16
- d) 20

Q.3. In which book Henry Fayol has mentioned the principles of Management?

- a) General and industrial Management
- b) General Management
- c) Principles based management
- d) Industrial management

Q.4. Which of following ,according to Fayol, happens to be the meaning of division of work?

- a) Equitable division of whole work among the persons available
- b) Allotting a specific part of the whole work to every person
- c) both the above
- d) None of these

Q.5. What principle of management is violated if an employee gets order from more than one superior?

- a) Unity Of Command
- b) Unity Of Direction

c) Division Of Work

d) Scalar chain

Q.6. Three subordinates- S_1, S_2 and S_3 receive order from M_1 . In such a situation which principle of management is being observed?

a) Equity

b) Unity of command

c) Order

d) Unity of direction

Q.7. In a company there are four departments for finance, marketing production and human resource development. Identify the principle of management used in this company.

Q.8. Which principle of management insists in orderly arrangement of men and material?

Q.9. Write the Name of Fourteen Principles of Management given by Henry Fayol.

Q.10. Explain the following Principles of Management given by Fayol (With Example):

i. Division of Work

ii. Authority and Responsibility

iii. Discipline

iv. Unity of Command

Hari Vidya Bhawan
Class-XII (2020-21)
Subject : English
Assignment-11
(Writing –Section)

General Instructions

1. Those who have maintained English notebook they can do all the work in their note book.
2. Those who have Not maintained English notebook they can do the work in previous year any blank register OR loose sheets whatever is available at your home. **NO NEED TO GO OUTSIDE.**
3. Complete all the worksheets as your periodic test 1 marks would be given to those who complete their worksheets else you will have to go through pen paper test after the school reopens.
4. Answers of the letters will be provided to you in the group.

Q1- Write the types of Formal –Letters.

Q2- Write the format of a Formal –Letter.

Q3- You are Anoop ,studying in class XII. Browsing through your younger siblings, books has really impressed you.The new books published by N.C.E.R.T. are not only pathbreaking, colourful, imaginative but they also contain information about the latest trends and people.Write a letter to the editor of a daily newspaper, expressing your views regarding this encouraging trend.

Q4- Last month you had purchased a refrigerator of ‘Ice Cool’make from Zennith Enterprises C-11,Janakpuri ,New Delhi. After using it for about a month ,you are not satisfied with its working.Write a letter to the manager complaining about its poor functioning and demanding replacement.Your residential address is 85/M,Pragati Colony, New Rajinder Nagar,New Delhi.

Q5-You are Vidya Mehta ,Librarian of Laxmi Public School,Faridabad.Write a letter placing an order for some library books to Minerva Publishers,Nai Sarak ,Chandni Chowk,Delhi.

HARI VIDYA BHAWAN

SESSION 2020-2021

CLASS - XII

Political science

WORKSHEET - 11

CHAPTER-3 US Hegemony in World Politics

Instructions:

1. Complete this worksheet in any notebook or rough copy
2. Complete this worksheet as your periodic test I. Marks would be given to those who complete it else you will have to go through pen paper test after the school reopen.
3. For chapter explanation see the video link given <https://youtu.be/85aPVBavIXU>
4. Read the page no. 31,32,33,34 of your text book and answer the following questions.

Questions

1. What do you mean by Hegemony?
2. What is 'Operation Desert storm'?
3. What is Operation ' Infinite Reach' as per the President Clinton?
4. When did Iraq invade Kuwait?
5. First gulf war is known by what name?