

# HARI VIDYA BHAWAN

Session- 2020-2021

Subject- Business Studies (055)

Class -12<sup>th</sup>

Worksheet-12

## 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/4GQmoY5Ub08> (topic- Fayol Principles)

### Topic: Fayol's Principles of Management:

Case studies: related to Principle of Division of work, Authority & Responsibility, Discipline and Unity of Command (One boss only)

**Q.1.** Which **Principle of management is violated** in following situations:

- i. When a worker received order from more than one boss?
- ii. When the employee is given responsibility to achieve target production of 500 units with no authority to access over raw materials?

**Q.2.** The management of a company promises the workers to pay extra wages if they work overtime, but later on management refuses to pay extra wages. **Which Principle is violated in this case ?**

**Q.3.** A sales persons is asked to finalize a deal with customer. The Marketing manager allows him to give a discount of up to 10% but the Finance Manager allows him to give discount of upto 25%. **Which Principle is violated here?**

**Q.4.** A manager should have the right to punish a subordinate for wilfully not obeying a legitimate order but only after sufficient opportunity has been given to his/her case. **Identify the principle of management highlighted here.**

**Q.5.** The production manager of ABC Ltd. instructs a sales man to go slow in selling the product whereas the marketing manager is insisting on fast selling to reach the target.

**Which principle of management is being violated in case ? State any two consequences of the violation of this principle.**

**Q.6.** Mohan, The manager of the manager of a business undertaking is very lax with his fellow employees and subordinates. He does not give them parameters or rules for reporting to work and completion of assignments.

**Which principle of management is being overlooked and why? Give one violating effect.**

**Q.7.** The subordinates in a company receive orders regarding their work from different operative head for the same task. **Which principle of management is being overlooked and why? Give one violating effect.**

**Q.8.** Voltech Ltd. is engaged in producing electricity from domestic garbage. There is almost equal division of work and responsibility between worker and management. The management even takes workers into confidence before taking important decisions. All the workers are satisfied as the behaviour of management is good.

**State and Explain briefly the principles of management described in above para.**

**Q.9.** Production manager of Beta Ltd. took special care of the interest and ability of his subordinates while distributing work among them. He was of the firm opinion that a worker should be given one work again and again so that he may become expert in it.

**State and Explain briefly the principles of management described in above para.**

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

- i. Unity of Direction
- ii. Subordination of individual interest to General Interest
- iii. Remuneration of Persons
- iv. Centralisation & Decentralisation

**Hari Vidya Bhawan**  
**Class-XII (2020-21 )**  
**Subject : English**  
**Assignment-12**  
**( 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 – Your sister Abha wishes to join a personality development course after her graduation. Write a letter of enquiry to Elite Personality Center ,South Extension ,enquiring about their terms and conditions. You are Sameer staying at 92/11,Parivar Apartments, Patparganj, New Delhi.

Q2- Read the advertisement given below and write a letter applying for the job. Aiso, give your detailed resume to be sent along with the letter, you are Praveen Kumar of 95,HALColony,Bengaluru.

(SITUATION VACANT)

{Wanted Postgraduate teacher in English to teach Senior Secondary classes in a reputed school in Bengaluru. Candidate should have a minimum of three years teaching experience. Apply to Box No 178 C/o ‘The Deccan Herald’ ,Bengaluru-500015. }

Q3- You are Prakash/Prateeksha, residing at Anand Apts,Sector 22,Chandigarh.Write a job application to the following advertisement.

(SITUATION VACANT)

{Tata Motors ,Gurugram,requires a Chief Marketing Officer. Post-graduate degree, minimum 7 years valid experience. Apply with bio-data to General Manager, Corporate House,Ph.9718954XXX. }

Q4- You are Mohit Ahuja ,a student of XII Std .of Hari Vidya Bhawan School, New Delhi. You want to start an Adult Literacy Class. Write a letter to the principal of your school requesting her to permit you to use the school premises for this purpose.

# HARI VIDYA BHAWAN

SESSION 2020-2021

CLASS - XII

Political science

WORKSHEET - 12

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/AmQs8R8UGSc>
4. Read the page no. 35, 36, 37 38 of your text book and answer the following questions.

## Questions

1. When and why was 'operation Enduring Freedom' launched?
2. Give a brief description of Iraq War.
3. What is 9/11? What is it's significance?
4. What was the chief reason for the beginning of US hegemony?
5. Define this picture according to your own understanding?

