

# **GURU GOBIND SINGH PUBLIC SCHOOL**

## **SECTOR – V/B, BOKARO STEEL CITY**

**CLASS :- XII**

**SUBJECT :- BUSINESS STUDIES**

**[ASSIGNMENT ]**

1. What is meant by Management?
2. Identify the basic characteristic of management involved in the statement. The activities involved in managing an organisation are common to all organizations, Where economic, Social or Political.
3. 'Management is regarded as an art by some, as science or as inexact science by others. The truth seems to be somewhere in between.' In the light of this statement, explain the true nature of management.
4. Management is a profession like medical or legal profession. Do you agree with this statement? Give any four reasons in support of your answer.
5. Which revolution involves a change in the attitude of workers and management towards one another, from competition to cooperation?
6. 'Aapka Vidyalaya' believes in holistic development of students and encourages team building through a mix of curricular, co-curricular and sport activities. On its founders day, a stage performance had to be put up. A committee of ten prefects was constituted to plan different aspects of the function. They all decided to use recycled paper for decoration. There was a spirit of unity and harmony and all members supported each other. With mutual trust and belongingness, the programme was systematically planned and executed. Kartik, one of the prefects realized that unknowingly the group had applied one of the principles of management while planning and executing the programme. He was so inspired by the success of the function that he asked his father to apply the same principle in his business. His father replied that he was already using this principle.
  - a) Identify the principle of management applied for the success of the programme.
  - b) State any two features of management highlighted in the above para.
  - c) Identify any two values which 'Aapka Vidyalaya' communicated to the society.
7. Smita had been working as an assistant manager with 'Johnson Enterprise' for the last ten years. She was very popular amongst her colleagues because of her commitment and dedication towards the work. When the manager senior to her retired, all her colleagues thought that now Smita would be promoted. But to everyone's surprise the vacant post was filled by an outsider, Mrs. Rita. Smita felt demoralized and her performance started declining. She would abstain herself often and could not meet her targets.

Mrs Rita was a good leader, who would not only instruct her subordinates but would also guide and inspire them. She noticed Smita's behavior and felt that her performance could be improved. She started involving Smita in decision making-issues related to the organisation and made her a part of high level joint-management committee. Smita was now punctual in office and her performance started improving.

  - a) Identify the function of management being performed by Rita.
  - b) Name the element of the above function of management which helped Rita to improve Smita's behavior.
  - c) State any three features of the element identified in (b) above.
8. 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 analysed the reasons of less revenues after analysis the company decided.
  - i) To reduce the labour cost by shifting the manufacturing unit to a backward area where labor was available at a very low rate.
  - ii) 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. Identify and explain the objectives of management discussed above.

9. Hero Ltd's target is to produce 10,000 shirts per month at a cost of 150 per shirt. The production manager could achieve this target at a cost of 160 per shirt. Do you think the production manager is effective? Give reason support of your answer.
10. Coordination is the essence of management. Explain how.
11. 'Coordination is a synchronisation of group efforts to achieve organizational objective. In the light of this statement, highlight any three features of coordination.
12. 'Is Management concerned only with doing the right task, completing activities and achieving goals without taking into consideration the cost benefit?' Give reason in support of your answer.
13. 'A.S. Ltd.' Is a large company engaged in assembly of air-conditioners. Recently the company had conducted the time and 'Motion' study and concluded that on an average a worker can assemble ten air-conditioners in a day. The target volume of the company in a day is assembling of 1,000 units of air-conditioners. The company is providing attractive allowances to reduce labour turnover and absenteeism. All the workers are happy. Even then the assembly of a conditioners per day is 800 units only. To find out the company compared actual performance of each worker and observed through C.C.T.V. that some of the workers were busy in gossipping.
  - (a) Identify the function of management discussed above.
  - (b) State those steps in the process of the function identified which are discussed in the above paragraph.
14. Seeta, Geeta and Babita Ltd. Is engaged in manufacturing machine components. The target of production is 250 units per day per worker. The company had been successfully attaining this target until two months ago. Over the last two months, it has been observed that daily production varies between 200-210 units per worker.
  - (a) Name the function of management and identify the step in the process of his function which helped in finding out that actual production of a worker is less than the set target.
  - (b) To complete the process of the function identified in and to ensure the performance as per set targets, explain what further steps a manager has to take.
15. Explain the following principles of management:
  - (a) Science, not rule-of -thumb.
  - (b) Discipline.
16. Explain by giving any five reasons why principles of management are needed?
17. Explain Fayol's principle of 'equity' and order with examples.
18. Explain that technique of scientific management which is the strongest motivator for a worker to reach stand performance.
19. Name and explain the principle of management according to which a manager should replace 'I' with 'we' in all his conversation with workers?
20. What is meant by 'business environment'? State any three points of its importance.
21. When government policy changed, it laid some positive and negative impact on the business. Discuss some of them.
22. The court passed an order to ban polythene bags as
  - (i) These bags are creating many environmental problems which affect the life of people in general.

- (ii) society in general is more concerned about quality of life.
  - (iii) The government decided to give subsidy to jute industry to promote this business.
  - (iv) Innovative techniques are being developed to manufacture jute bags at low rates.
  - (v) Incomes are rising and people can afford to buy these bags.
- Identify the different dimensions of business environment by quoting the lines from the above particulars.

23. A recent rate cut in the interest on loans announced by the Banks encouraged Amit, a science student of Progressive School to take a loan from State Bank of India to experiment and develop cars to be powered by fuel produced from garbage. He developed such a car and exhibited it in the Science Fair organized by Directorate of Education. He was awarded first prize for his invention. Identify and explain the dimensions of business environment discussed in the above case.
24. Explain any five features of 'Planning'.
25. 'Indian Drugs and Pharmaceuticals Ltd' is engaged in the manufacturing and distribution of medicines. The company has set-up an objective of increasing its sales turnover by 20%. To achieve this objective the company has decided to diversify into baby health care products. Since the company has already set its objective and developed the premises based on the same, it wants your help for the remaining steps to be taken in the process. Explain briefly these steps.
26. Explain any five limitations of planning.
27. 'Define' Planning. State any four points of importance of planning.
28. What do you mean by span of Management.
29. Define 'Organising' as a function of management.
30. Organising involves a series of steps that need to be taken in order to achieve the desired goals. Explain these steps.
31. What is meant by functional structure of organizing? Explain its any two advantages and any two limitations.
32. What is meant by divisional structure of organizing? Explain its any two advantages and any two limitations.
33. Differentiate between functional and divisional structure of organizing on the basis of the following?
- |                    |                           |                     |
|--------------------|---------------------------|---------------------|
| i) Meaning         | ii) Formation             | iii) Specialisation |
| iv) Responsibility | v) Managerial development | vi) Cost involved   |
34. State any two advantages and any two disadvantages of formal organization.
35. State any four reasons why training is needed in an organization.
36. Explain any two advantages and any two disadvantages of informal organization.
37. Distinguish between 'Delegation' and 'Decentralisation' on the basis of Purpose, Scope, Status and Nature.
38. Explain elements of delegation of authority.
39. Delegation is a key element in effective organizing. How? State by giving any six reasons.

40. Sahil, the director of a garments company, is planning to manufacture bags for the utilization of waste material for one of his garments unit. He decided that this manufacturing unit will be set up in a rural area of Jharkhand, where people have less job opportunities and labour is available at a very low rate. He also thought of giving equal opportunities to men and women. For this, he selected S. Chatterjee, Inderjeet Kaur, Aslam and Sarabjeet as heads of sales, accounts, purchase and production departments.
- Identify and state the next two steps that Sahil has to follow in the staffing process after selecting the above heads.
  - Also identify two values which Sahil wants to communicate to the society by setting up this manufacturing units.
41. Atul is working in an organisation. After every three months, his manager transfers him from one department another so that he may gain a broader understanding of all the departments of the organisation. Name and explain the method of training Atul is undergoing.
42. Blue Birds Ltd. offers to its employees to issue shares at a price which is less than the market prices.
- Name and explain the type of incentive offered to employee.
  - Explain one more incentive of the same category.
43. Mohit Gupta is working with 'Yellow Security Services Ltd' He is also recruiting security guards for the company. The provided security services in Delhi and Noida at short notice to various companies. The guards are recruited on temporary basis. The guards provided by this company are known for their honesty and punctuality. Mohit Gupta is well-known in his village for providing employment to unskilled people.
- Name the source of recruitment used by 'Yellow Security Services Ltd.
  - State any one disadvantage of this source of recruitment.
  - Identify the need of 'Security Guards' which is being fulfilled by the company as per Maslow's need hierarchy.
  - Identify any two values communicated to the society in the above stated cases.
44. External sources of recruitment are considered better than internal sources. Give any three reasons in support of this statement.
45. Name and define the process in which candidates are eliminated at every stage and a few move on to the next stage till the right type of candidate is found.
46. Ayasha Ltd. Assured their employees that in spite of recession, no worker will be retrenched from the job.
- Name and explain the type of incentive offered to the employees.
  - Explain one more incentive of the same category.
47. Name and state the 'on-the-job method of training' that is used to give training to the electrician.
48. Kavya is working in a company on permanent basis. As per the job agreement, she had to work for 8 hours a day and was free to work overtime. Kavya worked overtime. But even after working for long hours and putting in her best efforts, no recognition was given to her boss. Due to overtime, she fell ill and had to take leave from her work no one showed concern and enquired about her health. She

realized that she was fulfilling only some of her needs while some other needs still remained to be fulfilled.

(a) identify and explain the needs of kavya discussed in the above para, by quoting the lines.

(b) also explain two other needs of kavya followed by the above needs, which still remained to be satisfied.

49. In the organizational context basic salary helps to satisfy the basic physiological needs of hunger, thirst, shelter, sleep etc. how are the remaining needs given by Maslow in his need hierarchy are satisfied? Explain briefly.

50. Directing is the hearts of the management process. Do you agree? Give any four reasons in support of your

51. Prateek is working in a multi-national company in Noida. He was running temperature for the last many days. When his blood was tested, he was found positive for malaria. He was admitted in the hospital and a blood transfusion was advised by the doctors as his condition was very serious. One of his colleagues sent a text message to his superior 'Mr. B. Chatterjee'. Mr. B. Chatterjee, immediately sent a text message to the employees of the organisation requesting them to donate blood for Prateek. When the General manager came to know about it he ordered for fumigation in the company premises and for cleaning the surroundings.

a) From the above para quote line that indicate formal and informal communication.

b) State any two features of informal communication.

c) Identify any two values that are being communicated to the society in the above case.

52. Pramod was a supervisor at 'Annapurna Atta' factory. The factory was producing 200 quintals of atta every day. His job was to make sure that the work goes on smoothly and there was no interruption in production. He was a good leader who would give orders only after consulting his subordinates and work out the policies with the acceptance of the group. Identify and describe the leadership style being adopted by pramod.

53. Neeraj, a sales representative of 'Omida Ltd.' Has changed seven jobs in the last one year. He is a hardworking person but is not able to finalise deals with the customers due to his inadequate vocabulary and omission of needed words. Sometimes, he uses wrong words because of which intended meaning is not conveyed. All this created a mis-understanding between him and his clients.

(a) Identify the communication barrier discussed above.

(b) State the category of this communication barrier.

(c) Explain any other communication barrier of the same category.

54. Explain any three functions performed by a supervisor that are vital to any organization.

55. Money is not the only motivator. Then what else is required to motivate employees? Explain by giving any for points.

56. Controlling is a systematic process involving a series of steps. State the steps involved in the process.

57. Planning and controlling are inseparable twins of management; how?

58. Explain the meaning and objective of financial management.

59. 'Sarah Ltd.' is a company manufacturing cotton yarn. It has been consistently earning good profits for many years. The year too, "it has been able to generate enough profits,". There is availability of enough cash in the company and good prospects for growth in future. It is a well managed organisation and believes in quality, equal employment opportunities and good remuneration practices. It has many shareholders who prefer to receive a regular income from the investments. It has taken a loan of Rs. 40 lakhs from IDBI and is bound by certain restrictions on the payment of dividend according to the terms of loan agreement.

The above discussion about the company leads to various factors which decide how much of the profits should be retained and how much has to be distributed by the company.

Quoting the lines from the above discussion identify and explain any four such factors.

60. State any four factors that affect the dividend decision of an enterprise.

61. You are a finance manager of a newly established company. The directors have asked you to determine the amount of fixed capital requirement for the company. Explain any four factors that you will consider while determining the fixed capital requirement of the company.

62. You are the financial manager of a newly established company. The directors have asked you to determine the amount of working capital requirement for the company. Explain any four factors that you will consider while determining the working capital requirement of the company.

63. Give the meaning of 'investment decision' and 'dividend decision';

64. Explain the factors that affect capital budgeting decision.

65. 'Sound financial planning is essential for the success of any business enterprise'. Explain this statement by giving an six reasons.

\*\*\*\*\*