

WORKSHEET NO. 1

TOPIC: NATURE AND SIGNIFICANCE OF MANAGEMENT

Time Allowed: 15 Minutes

Max. Marks: 10

1	Management is.....through others.	1
2.is doing the task with minimum cost.	1
3.	Best Foods Limited is to produce 20,000 packets of 'Biscuit' per month at cost of Rs. 12.50 per packet. Vinod Sharma, the Production Manager could achieve the target in given time but at a cost of Rs. 12.75 per packet. Do you think the Production Manager is efficient? Give reason in support of your answer.	1
4.	Management activities are performed in all types of organizations in all departments and at all levels. Which management character is highlighted here?	1
5.	<p>In the absence of management, the productive resources will remain resources and shall never become production.” Explain the importance of management in the light of the above statement with the help of any four points.</p> <p>(i.)</p> <p>(ii.)</p> <p>(iii.)</p> <p>(iv.)</p>	6

WORKSHEET NO. 2

TOPIC: NATURE AND SIGNIFICANCE OF MANAGEMENT

Time Allowed: 15 Minutes

Max. Marks: 15

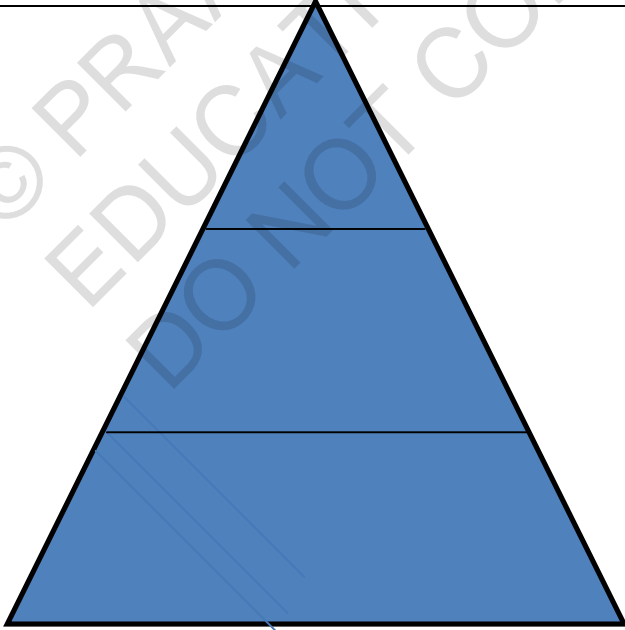
1	State any two social objectives of management.	1
2.	State any two personal objectives of management.	1
3.	Mr. Ajay Sharma has been working as Production Manager in Bhushan Steel Limited since 2000. At which level of management is he working. State any three functions performed by him.	4
4.	Name the level of management at which managers are responsible for the welfare and survival of the organization. State any two functions of such level of management.	3
5.	Match the following:- (a.) Managing Director (b.) Sales Manager (c.) C. E. O. (d.) Plant Superintendent (e.) Supervisor (f.) Foreman (i.) Middle Level Management (ii.) Lower Level Management (iii.) Top Level Management (iv.) Middle Level Management (v.) Lower Level Management (vi.) Top Level Management	6

WORKSHEET NO. 3

TOPIC:FUNCTIONS OF MANAGEMENT

Time Allowed: 15 Minutes

Max. Marks: 13

1	Arun, a finance manager applies his knowledge in a personalized manner while taking managerial decisions. Which nature of management is highlighted here.	1
2.	Briefly explain the functions of Management. i ii iii iv v	5
3.	Identify the nature of Management when it is said to be a systematized body of knowledge that explains certain general truths.	1
4.	 <p>Mark the levels of Management in the above diagram and give two designations each of the respective levels.</p>	3+3 =6

WORKSHEET NO. 4

TOPIC: CO-ORDINATION

Time Allowed: 15 Minutes

Max. Marks: 12

1	Sumit Electricals Limited, Panipat has production, purchase, marketing, finance and human resource departments. All departments are working together to achieve organizational goals. Highlight the concept of management mentioned here.	1
2.	Mr. Ravi Sharma, working as Production Manager in Surya Roshni Limited, Kashipur, directed his employees to put different types of wastes like papers, plastics and chemicals in the respective ear-marked dust bins. By this which values he want to inculcate among his employees. State any four. i. ii. iii. iv.	4
3.	Explain any three features of Co-ordination. i. ii. iii.	3
4.	“Co-ordination is not a separate function of management. It is the essence of management”. Give any four reasons in support of your answer. i. ii. iii. iv.	4