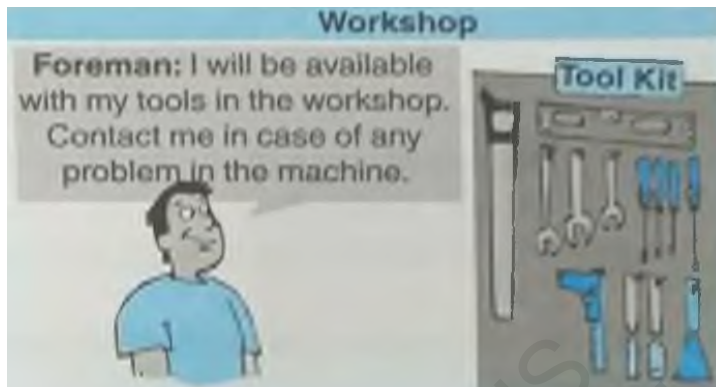


## Worksheet – 2

### Principles of Management

**Q. 1.** The following pictorial presentation highlights the use of one of the Fayol's principle.



Identify the principle and state two positive effects of following this principle.

**Q. 2.** Which principle of Taylor suggests that the job performed should be based on scientific inquiry and not on intuition? Name and explain in brief the principle.

**Q. 3.** Which principle is being overlooked by Mohan, a manager, in the following cases:

- (i) He expects his subordinates to adapt to new environments and working conditions without giving them time to settle down.
- (ii) He expects his subordinates to work for the happiness and pleasure of being in the organization.
- (iii) He does not distribute the work amongst his subordinates, either according to capability or proportionately.
- (iv) He is very lax (careless) with his fellow employees and

subordinates. He does not give them parameters or rules for reporting to work and completion of assignments.

(v) He often speaks to people at all levels, passing on instructions regarding his department and also other departments.

(vi) He neither has a system of keeping his equipment nor people at a prescribed place.

(vii) He expects his colleagues to get work out of subordinates without giving them any powers.

(viii) He expects his colleagues to get work out of subordinates and yet has a differential treatment for each person.

**Q. 4.** Name and explain the principle of management:

(i) In which workers should be encouraged to develop and carry out their plans for improvements in the organization.

(ii) Which requires judicious application of penalties by the management.

(iii) Which points out the danger and costs of unnecessary labour turnover.

(iv) Which aims at securing the loyalty and devotion of the employees by giving them kind, fair and just treatment.

(v) Which says: 'We should not have multiple bosses, as it will lead to divided responsibility'.

**Q. 5.** Name and explain the technique of scientific management which:

(i) Helps in establishing interchangeability of manufactured parts and products.

(ii) Helps in eliminating unnecessary diversity of products and thus results in saving cost.

(iii) Is an extension of the principle of division of work and specialization.

(iv) Overlooks the principle of equity.

(v) Is in direct contrast to unity of command.

(vi) Stresses on paying higher wages to efficient employees.

(vii) Aims to find most optimum way of doing a job.

(viii) Determines the time needed to perform a well-defined job.

(ix) Determines movements involved in performing a job.

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