

**WORKSHEET NO. 1.**

**TOPIC: MANAGEMENT: PRINCIPLES OF MANAGEMENT**

**Time Allowed: 20 Minutes**

**Max. Marks: 10**

1	State any two features of Principles of Management.  (a.)  (b.)	1
2.	Mr. Rakesh Mishra is working as a Purchase Manager in 'Euro Spinner Limited'. He is to purchase raw materials and then supply to Production Department. The required material is available in the market @ Rs. 850 per quintal, but he purchased the raw material from his relative's shop @ Rs. 900 per quintal. Which management is violated here by Mr. Rakesh Mishra?	1
3.	What does the principle 'Initiative' indicate?	1
4.	Mr. Ram Kumar, a manager, very often speaks to people at all levels, passing on instructions regarding his department and also the other departments. Which principle of management is being overlooked?	1
5.	Write a short note on the following principles:-  (a.) Discipline:-  (b.) Unity of Command:-  (c.) Stability of tenure of personnel:-	6

**WORKSHEET NO. 2**

**TOPIC: PRINCIPLES OF SCIENTIFIC MANAGEMENT**

**Time Allowed: 15 Minutes**

**Max. Marks: 10**

1	What is Mental Revolution?	1												
2.	Explain the following: - (a.) Science, not rule of thumb:-  (b.)Harmony, not discord:-  (c.) Cooperation, not individualism:-  (d.)Development of each and every person to his/her greatest efficiency and prosperity:-	6												
3.	<table border="1"><thead><tr><th>Basis of difference</th><th>Henry Fayol</th><th>F. W. Taylor</th></tr></thead><tbody><tr><td>1. Perspective</td><td></td><td></td></tr><tr><td>2. Focus</td><td></td><td></td></tr><tr><td>3. Expression</td><td></td><td></td></tr></tbody></table>	Basis of difference	Henry Fayol	F. W. Taylor	1. Perspective			2. Focus			3. Expression			3
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### WORKSHEET NO. 3

#### TOPIC: TECHNIQUES OF SCIENTIFIC MANAGEMENT

Time Allowed: 25 Minutes

Max. Marks: 15

1	What is main objective of 'Time Study.'	1
2.	Who is Gang Boss.	1
3.	<p>Mr. Rohit Sharma is the Production Manager of Sanchi Milk Limited, Jabalpur. He is producing several milk products. Various alternatives are available for producing each product. It is the endeavor of Mr. Sharma that best and cheap alternative be adopted in production. He has made a special arrangement in his department. According to it, a proper place will be earmarked for everything used in the production department. He has also directed the employees of the department that everything should be available at its decided place. There is a provision for awarding punishment to those who ignore the director. All activities of Mr. Sharma's department are closely related to each other. To maintain the balance among them he makes special efforts so that there is no obstruction in production.</p> <p>(i) Which technique of scientific management is being practiced by the company in the above paragraph?</p> <p>(ii.) Explain briefly the above mentioned technique.</p>	4
4	Name and explain the technique of Taylor which is the strongest motivator for a worker to reach standard performance.	3

5.	<p>Explain the following:-</p> <p>(a.) Functional Foremanship</p> <p>(b.) Simplification</p>	6
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**MARKING SCHEME( WORKSHEET No 1)**

1	(a.) Universal (b.) Based on experiments.	1
2.	Subordination of Individual Interest over General Interest.	1
3.	Principle of Scalar Chain.	1
4.	It indicates that workers should be encouraged to develop and carry out their plans for improvement.	1
5.	(a.) Discipline: - Obedience, proper conduct of relationship with others complying with rules and regulations. (b.) Unity of Command: - One subordinate should receive orders from a single and particular superior at a time. (c.) Stability of tenure of personnel: - According to this principle there should be job security for workers in organization.	6

**MARKING SCHEME (WORKSHEET 2)**

1	Change in the attitude of the workers and the management towards each other.	1												
2.	(a.) <b>Science, not rule of thumb:</b> To replace the old and out dated techniques with the latest and new techniques and application of science in all areas. (b.) <b>Harmony, not discord:</b> - Complete harmony between workers and management. (c.) <b>Cooperation, not individualism:</b> - Competition should be replaced by cooperation. (d.) <b>Development of each and every person to his/her greatest efficiency and prosperity:-</b> Scientific selection and training of employees.	6												
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**MARKING SCHEME (WORKSHEET3)**

1	To determine the standard time required to perform a task..	1
2.	Who is to keep the machines and tools ready for the workers.	1
3.	(i.) Motion Study, a principle of scientific management is used here. The main objective of Motion Study is to find out one best way of doing job.	4
4.	Differential Piece Rate System, It is a technique of scientific management, by which a business can make a difference between an efficient worker and inefficient worker	3
5.	(a.) Functional Foremanship: - Under it a worker has to work under 8 specialist. (b.) Simplification: - Elimination of superfluous varieties sizes and dimensions	6