

Controlling
Worksheet 1

Q no		marks
1	Name the function of management which compares the standard performance with actual performance	1
2	Name the two functions of management which are inter dependent and interrelated	1
3	On coming to know the negative deviations fines are imposed on employees .Which value is being violated here.	1
4	You are a management expert .you have been asked by a business firm to make its managers understand the importance of controlling function of management .how will you explain this to the manager	3
5	State the steps involved in controlling process	3
6	Planning and controlling are two inseparable twins of management?	6

Worksheet 2

Controlling

Qno		marks
1	Name the function of management in which actual performance is compared with standards	1
2	Name the function of management which precedes controlling	1
3	In controlling process standards are set according to the efficiency of the average worker. Which value has been kept in mind while setting the standards	1
4	Controlling is a backward looking function explain	3
5	The employees in an organization are aware of the standards which their performance will be compared .Highlight the significance of controlling function .Identify the value highlighted in this statement.	3
6	Kanu is appointed as a factory manager in a gel pen manufacturing company. He was given a target of producing one lac gel pens per month . He knew that essence of management is to achieve desired results but does not know how to ensure that the work goes on according to plans . guide him by explaining the process so that he is able to achieve the desired results	6

Worksheet -3

Controlling

Q no		Marks
1	Controlling starts where ends	1
2	State any one feature of controlling.....	1
3	What is the main motive behind controlling	1
4	State the two aspects of performance which are compared in controlling	3
5	The production manager of pearl exports informed his workers that if defective production is 2%of total output ,it would be acceptable. Suggest,what action must be taken if defective production is beyond acceptable limits	3
6	Controlling is considered to be blind without planning and planning is meaning less without controlling	6

Worksheet -4

Controlling

Qno		marks
1	Name the function of management which monitors actual performance of each and every employee to accomplish organizational goals	1
2	State first two steps of controlling process	1
3	Why it is said controlling is continuous	1
4	A supervisor observes that during working hours some employees are busy gossiping instead of working. In spite of instructions they did not start working. When the matter was brought to the notice of management the union threatened to go on strike. In your view was the behavior of employees and the union is justified.	3
5	On coming to know the negative deviations ,fines are imposed employees are responsible for deviations which value is being violated in such situation	3
6	Explain how controlling helps in 1 accomplishing organizational goals 2 judging accuracy of standards	6

Worksheet -5
Controlling

Qno		marks
1	Define controlling	1
2	What values does the manager establish through a proper measurement of actual performance	1
3	Corrective action is a part of	1
4	State the steps of controlling process	3
5	Controlling is an indispensable function of management. give four reasons in support of your answer	3
6	Explain the relationship between planning and controlling	6