

## Holiday's homework (Class- XII) Subject- Business studies

Q1. Varun, Rishi and Ranveer are the production managers of three different firms i.e. Cambridge Ltd, Oxford Ltd, Learner's Ltd, they follow different strategies to manage production.

Learner's Ltd. Ensures proper arrangement of things, i.e. materials, tools, etc. and fixed place for each employee. This helps in increasing productivity and efficiency and minimization of wastage of time/cost.

Due to power failure most of the times, Ram operates on double shifts in order to complete target production. He is able to achieve target but at a higher cost. Rishi's main consideration is cost cutting. So he concentrates more on producing goods with fewer resources. He is unable to achieve target production. Ranveer uses minimum resources to achieve target production and is able to produce goods at lower cost.

- In the above case, two important aspects of management have been highlighted, which are like two sides of the same coin. Identify those two aspects.
- Identify the manager who has considered both aspects.
- Identify the principle of Fayol being followed in learner's Ltd.

Q2. XYZ power Ltd. set up a factory for manufacturing solar lanterns in a remote village as there was no reliable supply of electricity in rural areas. The revenue earned by the company was sufficient to cover the costs and the risks. The demand of lanterns was increasing day by day, so the company decided to increase production to generate higher sales. For this, they decided to employ people from nearby villages as very few job opportunities were available in that area. The company also decided to open schools and crèches for the children of its employees.

- Identify and explain the objective of management discussed above.
- State any two values which the company wanted to communicate to the society.

Q3. A.R. Rehman is the first Indian to win Oscar award for his composition 'Jain ho'. His composition of music is unique and different as he has used the singing notes in a manner that is entirely his own interpretation. Like A.R. Rehman, Mr. Raj, General manager in Wave Ltd., uses his knowledge of management in a unique and different manner. All the employees working under his guidance are happy and satisfied because of his behavior. He everyday appreciates the employees for coming office on time, performing their assigned tasks with best of their capabilities. Moreover, Mr. Raj treats all his employees as fairly as possible. He does not discriminate between his employees.

- Identify the nature of management highlighted above.
- State two other ways in which the nature of management can be explained.
- Identify the principle of Fayol being referred in the above case study.
- Identify the values that Raj wants to inculcate in his employees. Also explain how?

Q4. Zee Ltd. was not performing well. After detailed analysis it was discovered that workers of the production department were not satisfied with the behavior of Aditya, the production manager as workers were forced to work for long hours without any rest. Keeping this in view the management decided to replace Aditya with Arjun who had recently completed M.B.A from IIM Ahmedabad. Arjun analysed the work which involved heavy manual labour. He allowed small pauses to the workers so that they could recharge their energy for optimum contribution. He also conducted a detailed analysis on the environment in which the business exists and thus he used to change the goals, plans, policies according to the needs of the environment.

- Name the technique of scientific management adopted by Arjun.
- He further desires to find out the best ways of doing a job. Suggest him the technique of scientific management.
- Identify the feature of management being referred above.
- State the 'values' which Arjun wants to communicate to the society by allowing small pauses to workers.

Q5. Vaibhav, an employee in Yamaha Ltd., was instructed by Ashutosh (Production manager) to increase production of steel as there was an over purchasing of steel. On the other hand, Raghav (Sales manager) directed him not to increase steel production as there was low demand for steel in the market. Vaibhav got confused regarding whose order to follow and hence was unable to work in proper manner. Because of overlapping orders and instructions, Vaibhav was unable to satisfy both the bosses which led to conflict in the organization.

- Name and explain the principle not being followed.
- Give any two advantages of following this principle.
- Identify the force which is regarded as essence of management being hampered above.
- Name the values that can be gained by following the above principle.

Q6. No business firm exists in isolation; it exists and survives within the context of elements and forces of its environment. These forces keep on changing in terms of technological improvements, shifts in consumer's preferences, etc. thus in order to be successful, management must change its goals, plans and policies according to the needs of its environment.

- Name the feature of business environment explained above.
- Identify the feature of management being referred above.
- Identify the values emphasized above.

Q7. Mr. Sidharth, director of Blossoms Ltd., does the entire planning for the organization. He wants that lower and middle level managers should only implement the plans laid down by him and does not allow them to deviate from the set plans. Moreover, the power of decision making is concentrated with him. He doesn't involve the subordinates in the decision making process and keeps the entire authority of decision making with him. The lower management only carries out the order. There is nothing new or innovative in the organization.

- (a) Name the limitation of planning referred to above.
- (b) State any two other limitations of planning.
- (c) Name the concept which Sidharth is following by concentrating complete authority of decision making at top level only.
- (d) Name the value that can be emphasized by removing the above limitation of planning.

Q8. Peter runs a large factory manufacturing chemicals. The whole organization is divided into major functions like production, marketing, finance and purchase, which may be grouped into different departments. All the activities related to purchase are grouped under purchase department like purchase of raw materials, record of purchases, purchase of inputs and tools, etc. Similarly, activities related to sales, advertisement, etc. are grouped under marketing department.

- (a) Identify and explain the management function highlighted in the above case.
- (b) Which type of structure is followed by Peter?
- (c) For which types of organizations this type of structure is suitable?

Q9. A manager, no matter how capable he is, cannot manage to do every task on his own. The volume of work makes it impractical for him to handle it all by himself. As a consequence, Mr. Shahid, production manager of Zee Ltd. downwardly transfers some of his authorities viz. determining long term objectives, adapting suitable course of action and allocating resources etc. to Mr. Hemant, one of his subordinates.

- (a) Name the process under which Shahid transfers some of his authorities to Hemant.
- (b) Name the three elements of process identified in (a) above.
- (c) Identify the element of the above process that cannot be entirely downwardly transferred but flows upwards from subordinates to superiors.
- (d) Name the values that can be emphasized by following the above process.

Q10. Feline square Ltd. has 10 sale executives for selling its goods in a district. Now the company desires to sell its product in two more districts. It needs 20 additional sale executives. Five sale executives already working are due to retire shortly, and hence five more sale executives have to be appointed in their place. Thus, in all 25 sale executives will be needed by the company. The company has reserved 5 additional requirements for women. The company also decided that all orders shall be given to employees only after consulting the employees.

- (a) In the above case one of management functions has been highlighted. Identify the management function.
- (b) Enumerate the process of the above identified function.
- (c) Which values are being highlighted above?

Q11. Zenith Ltd. is a highly reputed company and many people want to join this company. The employees of this organization are very happy as the company gives due recognition towards the work done by the employees and also displays the achievement of the employees on the notice board. They discussed how they came in contact with this organization.

Aman said that he was introduced by the present sales manager (Mr. John).

Benu said that he had applied through the newspaper and was appointed as H.R. manager.

Vaibhav said that he was neither related to any of the employees of the organization nor there was any advertisement in the newspaper even then he was directly called from IIM Ahmedabad from where he was about to complete M.B.A.

- (a) Identify and explain the different sources through which the above persons were recruited.
- (b) Also identify the values which Zenith Ltd. is focusing on.

Q12. Is management a full fledged profession? Give reasons in support of your answer.

Q13. "There are two sources of recruitment and in one of them, employees are vertically shifted to a higher position." Mr. Abhishek an employee of XYZ Ltd., has been vertically shifted from a post of assistant general manager to General manager. Now he carries more responsibilities, position and salary. He is given authority, rewards, prestige, recognition, etc.

- (a) Identify and explain the source of recruitment used above.
- (b) Name and explain other source under which employees are horizontally moved.

Q14. "Management is multi dimensional." Explain.

Q15. "Success of an organization largely depends upon its management." Do you agree? Give reasons in support of your answer.

Q16. Ritu is working as a regional manager in a large corporate house. At what level she is working? Also explain the functions performed by her.

Q17. Sahil, the director of garments company, is planning to manufacture bags for the utilization of waste material of one of his garments unit. He decided that this manufacturing unit will be set up in a rural area of Orissa where people have very less job opportunities and labour is available at very low rate. He also thought of giving equal opportunities to men and women. For this he selected Chatterjee, Mukherjee, Preetam and Joy as heads of sales, accounts purchase and production departments.

- (a) Identify and explain the next two steps that Sahil has to follow in staffing process after selecting the above heads.
- (b) Also identify two values which Sahil wants to communicate to the society by setting up this manufacturing unit.

Q18. "If an organization fails to coordinate its activities, it cannot survive for long." In the light of this statement, explain the importance of coordination.

Q19. One of the technique of scientific management acts as a motivator for the employees. Name and explain the technique.

Q20. A company is manufacturing baby garments the manager wants to increase its profits by purchasing new high speed machines, or increasing the sales price, or by using waste material in manufacturing stuffed toys.

(a) Identify the concept of management involved.

(b) Mention the steps involved in the process by quoting the lines from the above para.

(c) To complete the process of the concept identified, what further steps does the manager have to take?

Q21. A steel manufacturing company has the following main jobs:

1. Manufacturing 2. Finance 3. Marketing 4. Personnel

5. Research and development.

Which type of organization structure would you choose for this type of company and why? State any five advantages of this organization structure.

Q22. "A manager is of view that he is not responsible for the quality of work that he has delegated to his subordinate". Do you agree with his viewpoint? Justify your answer by giving proper arguments.

Q23. "Internal sources of recruitment are considered better than external sources of recruitment." Do you agree? Give reasons in support of your answer.

Q24. List and explain different types of tests used in selection process.

Q25. "Training is beneficial for both the organization as well as for the employees." Explain any 3 benefits of training for organization and employees.