

Test - 1

Name : Om Vyas
Std : 12th XII
Subject : OCM

Q.1]

- 1] 14 principles of management are developed by Henry Fayol.
- 2] Management principles influence Human behavior.
- 3] Concentration of power of authority is started in the principles of Centralisation.
- 4] According to the principles of equity all employees should be given same treatment.
- 5] F.W. Taylor is called as the father of Scientific management.

Q.2]

Ans →

- 1] Henry Fayol → French engineer.
- 2] Principle of unity of command → One man one boss.
- 3] Time Study → Study ^(the) of time required for job.
- 4] F.W. Taylor → Father of Scientific Management.
- 5] Management Principles → Universal.

Q.3]

- 1] Father of modern management.

Ans → Henry Fayol.

- 2] Father of scientific management.

Ans → Frederick Winslow Taylor.

3] The principle which says team spirit is a strength.
Ans) Espirit de corps.

4] The principle of management that says the work should be divided into parts.
Ans) Division of Work.

5] The principles of management explaining importance of the fair payment to workers.
Ans) Principle of Remuneration to employees.

Q.4]

1]

Ans) Introduction :-

Management principles are applicable to every business organization and in every situation. These situation principles are tested and practiced for years in all parts of the world. Therefore, it is important to study its importance or significance. It can be studied with the help of the following points:

1] Management principles help to improve understanding:-
 The principles of management help to the manager to understand the organization. The study of the principles of management helps to improve the understanding of the situations and problems. It further helps to the manager to find out the solutions to the problem and handle situations.

2] Help in increasing efficiency :-

By using these principles the organization can increase the efficiency of the employees. Principles can guide the managers about handling the human resources, reducing the wastage, co-ordinate the activities of different departments, etc. all this helps to improve the productivity in the organization.

3] Help to develop the objective approach :-

The principle of management helps the manager to develop an objective approach. Thus the manager can identify the problem in a correct manner and he can provide solutions in an objective manner. This approach builds confidence in the minds of the manager.

4] Help to coordinate and control :-

Management principles give guidelines for better coordination and control. While practicing management the managers can make use of these principles to coordinate the activities of different departments. Managers can exercise better control over the organization. Thus the given target can be achieved easily.

5] Understanding social responsibility :-

In the modern world, more importance is given to understand the social responsibility of business organizations. It is because business organisations are part of society. Business organizations should not only ~~emph~~ emphasize on making profit but they should discharge their responsibility towards the society also. Eg. payment of good ~~remun~~ remuneration/wages is one of the principles of management which is the responsibility towards the employees.

6] Research and Development :-

Principles of management are dynamic. Their natures go on changing along with the changes in the business world. Over the years they have developed to suit the current needs. Therefore these principles give encouragement to research and development in the organization.

3

Ans The following are the five principles of scientific management

i) Science, not a rule of thumb:-

The principle states that instead of rule-of-thumb methods, scientific management practices should be followed. Taylor suggested that a study of traditional methods should be undertaken and the best method/solution should be adopted by all managers.

ii) Cooperation between management and employees:-

Taylor emphasised managers and workers should maintain a harmonious work environment. They should realise their interdependence and work in amity.

iii) Division of Responsibility:-

This principle emphasised that the work and the responsibility should be divided between the managers and the employees according to their role and nature. This would ensure efficiency and effectiveness in work.

iv) Scientific selection, training and development of workers:-

Taylor suggested that selection of employees is an important task for a manager. According to him, the selection procedure should be perfect and various points should be considered such as defining the requirements clearly and motivating employees to improve his/her efficiency.

v) Mental Revolution:-

Mental Revolution implies changing the attitude of workers and managers and improving their thinking to create a better working environment. According to it, management should take care of the needs of the workers and share benefits with them, in turn, should put in their best efforts.

(1)

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Q.5

Ans) 1) Division of Work :-

As per this principle, the work should be delegated to person who can do it in the best way which results in specialization.

2) Authority and Responsibility :-

Authority means the right to give command and receive obedience from subordinates. Responsibility is when a person is accountable for duties assigned to him.

3) Discipline :-

Every employee has to follow the organizational rules and comply with the terms of employment agreement.

4) Unity of Command :-

Each employee should have only one boss, from whom he/she gets order/instructions and is accountable to.

5) Subordination of individual interest to general interest :-

The organization's interest is given precedence over interest of an individual employee.

6) Scalar Chain :-

A chain of authority and communication must exist, that flows from highest to the lowest level, to avoid chaos and delays.

7] Rum Remuneration to employees :-

are to be paid to ^{the} employees to ensure their satisfaction and increase productivity. Fair and equitable wages

8] Unity of Direction :-

The work and efforts of the organization as a whole, must be in the same direction.

9] Centralization and Decentralization :-

Centralization is when the top level retains authority. Decentralization is when there is delegation of authority at all levels.

10] Order :-

There must be a proper place for everything / everyone and everything/everyone in its/his (her) intended place.

11] Initiative :-

Employee need to be motivated to put forward their ideas or suggestion and execute them.

12] Stability of Personnel :-

Employee turnover should be reduced to ensure effectiveness and efficiency.

13] Equity :-

Kind, just and fair behaviour of managers towards workers, creates a friendly atmosphere between superior and subordinates.

14] Espirit de Corps :-

Espirit de corps is a French word which means team spirit.