

## **CLASS-XII**

### **Subject- Business Studies**

### **Holiday Homework 2020-21**

#### **Assignment: Principles of Management**

**The students are required to choose one assignment from the followings:-**

1. A departmental store.
2. An Industrial unit.
3. A fast food outlet.
4. Any other organisation

You are required to observe the application of the general Principles of management advocated by **Fayol** in any of your selected organization.

#### **Fayol's principles**

1. Division of work.
2. Unity of command.
3. Unity of direction.
4. Scalar chain
5. Espirit de corps
6. Fair remuneration to all.
7. Order.
8. Equity.
9. Discipline
10. Subordination of individual interest to general interest.
11. Initiative.
12. Centralisation and decentralisation.
13. Stability of tenure.

**OR**

You have to enquire into the application of scientific management techniques by **F.W.**

**Taylor** in the unit visited.

**Scientific Techniques of Management.**

1. Functional foremanship.
2. Standardisation and simplification of work.
3. Method study.
4. Motion Study.
5. Time Study.
6. Fatigue Study
7. Differential piece rate plan.

**Follow the instructions:-**

- (I) Prepare your assignment in **20-25** page.
- (II) The students are requested to identify any unit of their choice and then identify the principles that are being followed in that unit.
- (III) Similarly identify the techniques of scientific management implemented in the organisation.

The observations could be on the basis of :-

- (I) The different stages of Division of work resulting to specialization.
- (II) Instructions and Accountability of subordinates to higher authorities.
- (III) Visibility of order and Equity in the unit.
- (IV) Balance of Authority and Responsibility.