



SURAJ SCHOOL

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Summer Holiday Homework

(2024-25)

CLASS –XII
COMMERCE

*Sun shines on your skin and mine
until it sets way after nine.*

Memories made with a cold drink in hand.

Moments to cherish with feet in the sand.

Everyone laughing, smiles on every face.

Remember the moments, those were the days.

Turn up the music, sing it out loud.

Indigo skies, no sign of a cloud.

Mutter the words that no one will know.

Everlasting memories; where does time go?

ENJOY YOUR SUMMER VACATIONS!!



HOLIDAY HOMEWORK (2024-25)
CLASS –XII

“Genius is one percent inspiration and ninety-nine percent perspiration. As a result, a genius is often a talented person who has simply done all of his/her work on time”.

Dear parent

As we all know that every year we have a summer break in our school, this is a time when every kid plans a holiday with their parents to visit their grandparents or a new city or country. Even though there are many good things about the holidays, it always comes with holiday homework. It is the task that is assigned to students to be completed during the holiday. This is intended to improve the skills of students and enhance their capabilities. Keeping this in mind, holiday home work has been prepared so that along with the fun, continuity with academics is also maintained.

Note: Kindly go through the instructions carefully and do the needful accordingly.

- Entire Homework is to be done in the concerned subject notebook.
- Entire holiday homework (Subject wise) would be **evaluated for Term-I Internal Assessment out of 10 marks**
- Well labelled Holiday homework to be submitted to the concerned Subject Teacher on **Wednesday July 05, 2024.**

Wishing you all a very Happy Summer Break!!



ENGLISH

1. PROJECT WORK

The project consists of 10 MARKS out of which, 5 MARKS will be allotted for the PROJECT FILE and the remaining 5 MARKS for the VIVA based on the file.

2. CONTENT OF THE PROJECT FILE:

The project file should include the following:

- Cover page, with the title of the project, school details and details of the student
- Certificate of Completion under the guidance of the teacher
- Objectives of the topic
- Matter should be written in 300-500 words.
- Student reflections (the new learning experience/outcome achieved after completing the project)
- Photographs that capture positive learning experience of the students (collages/pics from various online sources) can be pasted.
- List of Resources/Bibliography (Last page of the project file)

3. INSTRUCTIONS:

- Listen to podcasts, documentaries, interviews etc. on the given topics.
- Do a thorough research on the topic assigned.
- Prepare an essay in about 300-500 words describing the topic/issue/ giving your own opinion/ suggestions/measures/ viewpoints/its impact on people/your learning experience.
- The project should be neat, legible, with an emphasis on quality of content, accuracy of information, creative expression, proper sequencing and relevance as per the assigned topic.
- Use colored practical sheets.
- Plagiarism is strictly prohibited.

❖ **Prepare project file on the given topics.**

1. CHILD LABOUR IN INDIA

“Child labour perpetuates poverty, unemployment, illiteracy, population growth and other social problems.” Kailash Satyarthi

You have studied the lesson ‘Lost Spring’ by Anees Jung. It deals with child labour in India. Based on your understanding of the lesson and the problem it mentions, make a project titled ‘CHILD LABOUR IN INDIA’

Include the following sub-headings:

- Causes of child labour
- Effects on the social environment
- Laws on child labour
- National child labour policies & schemes

- Prevention and elimination of child labour
- Industries employing children- Make a case study (300-500 words) on any 1 industry that employs child labour. Furnish all relevant details and statistics. Attach 3-4 pictures.

2. SAY NO TO WAR

“An eye for an eye only ends up making the whole world blind.” Mahatma Gandhi

You have studied the lesson ‘The Last Lesson’ by Alphonse Daudet. It deals with war and the long-lasting effects it has on the society at large. Based on your understanding of the lesson and the problem it mentions, make a project titled ‘SAY NO TO WAR’

Include the following sub-headings:

- Definition of war
- Effects on social, economic environment
- Cost, in terms of money and lives
- Important international treaties
- Prevention and elimination of wars
- Any 1 war – Make a case study (800 - 1000 words) and furnish all details and statistics. Attach 3-4 pictures.

ECONOMICS

- Q1. What do you mean by intermediate goods?
- Q2. Write the meaning of economic territory.
- Q3. Write the meaning of macroeconomics. Give two examples
- Q4. What is the difference between intermediate goods & final goods?
- Q5. Why are the imports subtracted when GDP is calculated in expenditure approach?
- Q6. If you woke up in the morning & found that nominal GDP has doubled overnight, what statistic would you need to check before you began to celebrate: Why?
- Q7. What does the consumer price index measure?
- Q8. What is the principal difference between government purchases of goods & service and transfer payments?
- Q9. Define production as an income generating activity.
- Q10. What do you mean by change in stock?
- Q11. Explain the impact of Covid-19 on Indian economy.
- Q12. Explain GDP deflator as a measure of inflation.

- Q13. Write a short note on externality.
- Q14. Discuss briefly any two salient features of India's pre-independence occupational structure.
- Q15. Discuss briefly, the rationale behind "equity with growth" as planning objectives for Indian economy.
- Q16. "Modernization as a planning objective shows a dichotomy with employment generation". Justify this statement.
- Q17. Explain why we can not calculate the national product simply by adding up the production of all firms.
- Q18. Why do economists use real GDP rather than nominal GDP?
- Q19. Why do you think households' purchase of new housing is included in the investment components of GDP rather than the consumption component?
- Q20. What is the difference between GDP & GNP?
- Q21. Is GDP a good indicator of economic welfare? Explain
- Q22. Write the differences between factor income and transfer income.
- Q23. What do you mean by normal resident? Explain its features and exceptions.
- Q24. Write the differences between real and nominal GDP.
- Q25. How is RBI controlling the commercial banks?

Prepare a Project Report by conducting survey and collect data by designing a questionnaire/Case study on any one of the following topics:

Micro and small-scale industries	Employment situation in India.
Disinvestment policy	Goods and Services Tax Act
Self-help groups	Budget deficit
Exchange Rate Systems	Balance of payments
Demonetization	Reserve Bank of India
Inflation/Deflation	Horticulture Green Revolution
Multinational Company	Foreign Direct investment
Minimum Support Prices	Public Sector undertaking (BHEL)
Dairy Farming Poultry Farming	Industrial Licensing
Liberalization	Privatization
Globalization	Outsourcing
Special Economic Zone	Cryptocurrency
Agricultural Marketing	Rural Credit/Banking NABARD
Small Scale Industries	Cottage Industries
Poverty	Sustainable development
Global warming/Ozone Depletion	Pollution
Non-conventional sources of energy	Money Multiplier/ Credit creation process
Govt. Budget	Comparative study of China, Pakistan and India

Synopsis for the Project

1. Cover Page: Cover page is like the bound cover of a book. It should be very attractive and should contain the name of the school, School mono, Session, Subject, Title, Name of the student (Submitted By), Name of the Teacher, (Submitted To) and then the reason “in partial fulfilment of the course requirement of Project Work in Economics.”
2. Certificate.
3. Acknowledgment.
4. Table of Contents/Index.
5. Main work:
 - Justification of the title.
 - Objectives of the project/ Summary.
 - Introduction
 - Content:** Meaning, Equation, Formulas, Derivations, Features, Pros and cons of the concept, Major criticism related to the topic (if any), Data chart, Diagrammatic and Tabular presentation, Newspaper cutting, Graphs, Pictures, photos , Numerical etc.
6. Company/ Product Profile (if any item or product is taken): Historical Background, Achievements, Company/ Product logo or pictures, Data Chart, Progress, Relationship of the product with the title.
7. Students’ own views/perception/ opinion and learning from the work.
8. Application of the title.
9. Conclusion/ Suggestions/Epilogue.
10. Bibliography

ACCOUNTANCY

q.1 A and B are partners in a firm sharing profits in the ratio of 3: 2. They had advanced to the firm a sum of ₹ 30,000 as a loan in their profit-sharing ratio on 1st October, 2017. The Partnership Deed is silent on interest on loans from partners. Compute interest payable by the firm to the partners, assuming the firm closes its books every year on 31st March.

q.2 X and Y are partners sharing profits and losses in the ratio of 2 : 3 with capitals ₹ 2,00,000 and ₹ 3,00,000, respectively. On 1st October, 2018, X and Y gave loans of ₹ 80,000 and ₹ 40,000 respectively to the firm. Show distribution of profits/losses for the year ended 31st March, 2019 in each of the following alternative cases:

Case 1: If the profits before interest for the year amounted to ₹ 21,000. Case 2: If the profits before interest for the year amounted to ₹ 3,000. Case 3: If the profits before interest for the year amounted to ₹ 5,000. Case 4: If the loss before interest for the year amounted to ₹ 1,400.

Q3.A firm’s profits for the last five years were ₹20,000; ₹30,000; ₹40,000; ₹50,000; and ₹60,000.

Calculate the value of firm's goodwill on the basis of three years' purchase of weighted average profits after using weight of 1,2,3,4, and 5 respectively.

Q4. A partnership firm earned net profits during the last three years as follows:

Year Net Profit (₹)

2007-2008	19,0,00 0
2008-2009	2,20,00 0
2009-2010	2,50,00 0.

The capital employed in the firm throughout the above-mentioned period has been ₹4,00,000. Having regards to the risk involved, 15% is considered to be a fair return on the capital.

The remuneration of all the partners during this period is estimated to be ₹1,00,000 per annum. Calculate the value of goodwill on the basis of

- (i) two years' purchase of super profit earned on average basis during the above mentioned three years and
- (ii) by capitalization method.

Q5. Sharma, Verma and Khan were partners in a firm sharing profits and losses in 5:3:2 ratio. They decided to share the future profits equally. For this purpose, the goodwill of the firm was valued at ₹1,20,000. Pass an adjustment entry for the treatment of goodwill due to change in the profit-sharing ratio.

Q6. Ravi, Shammi, Shashi are partners sharing profits and losses in ratio of 5:3:2. They decided to share future profits and losses in the ratio 2:3:5 with effect from 1st April, 2015. Following items appear in the Balance Sheet as at 31st March, 2014: General Reserve ₹1,50,000 Advertisement Suspense A/c (Dr) ₹1,00,000 Contingencies Reserve ₹50,000 Profit and Loss Account (Dr.) ₹75,000
Pass necessary Journal entries.

Q7. There is a profit of ₹35,000 on revaluation of assets and liabilities of the partnership firm of Rohit, Karan and Sohan. As a result of change in profit-sharing ratio, Mohit sacrifices his 3/10th share in Favor of John. The partners decided to record the effect of revaluation without affecting the book values of the assets and liabilities by passing a single Journal entry.

2. Can goodwill be sold separately like other tangible assets?

Q8. On 1st April, 2013, Jay and Vijay entered into partnership for supplying laboratory equipment to government

schools situated in remote and backward areas. They contributed capital of ₹ 80,000 and ₹ 50,000, respectively and agreed to share the profits in the ratio of 3 : 2. The partnership Deed provided that interest on capital shall be allowed at 9% per annum. During the year the firm earned a profit of ₹ 7,800. Showing your calculations clearly, prepare

‘Profit and Loss Appropriation Account’ of Jay and Vijay for the year ended 31st March, 2014.

QG The net profit of a firm for the year ended 31st March 2020 was ₹1,20,000, which has been duly distributed amongst its partners Hardik, Sumit, and Shubham in their agreed proportions of 2:1:1, respectively. It was discovered on 10th April 2020 that the undermentioned transactions were not passed through the books of accounts of the firm for the year ended 31st March 2020, which stood duly closed on that date:

1. Interest on Capital @ 10% p.a.
2. Interest on Drawings: Hardik ₹1,400; Sumit ₹1,000; Shubham ₹600.
3. Salary of ₹20,000 to Hardik and ₹30,000 to Sumit.
4. Commission due to A on a special transaction, ₹12,000 The capital accounts of the partners on 1st April 2019 were: Hardik ₹1,00,000; Sumit ₹80,000; Shubham ₹60,000. Suggest a journal entry that should be passed on 10th April 2020 that will not affect the Profit C Loss Account of the firm for 2019-20 and at the same time rectify the position of the partners.

Q10 Sharma and Verma were partners in a firm sharing profits and losses in the ratio of 3 : 2. Their fixed capitals were rs. 14,00,000 and rs. 10,00,000 respectively. The partnership deed provided for the following:

- (i) Interest on capital @ 10% per annum.
- (ii) Interest on drawings @ 12% per annum. During the year ended 31.03.2023, Sharma withdrew rs. 2,00,000 and Verma withdrew rs.1,00,000. After preparing the accounts for the year ended 31.03.2023, it was realized that interest on capital was not allowed and interest on drawings was not charged. Showing your working notes clearly pass necessary journal entries in the books of the firm to rectify the above error.

Q11 A and B were partners in a firm sharing profits and losses in the ratio of 3 : 1. On 31.03.2022, their Balance Sheet was as follows: Balance Sheet of A and B as at 31st March,

2022. BALANCE SHEET				
Liabilities	Amount		Assets	Amount
Outstanding Expenses	3,000		Bank	40,000
Bills Payable	20,000		Stock	60,000
Creditors	1,40,000		Debtors-Provisions (100000-5000)	95,000
General Reserve	80,000		Bills Receivable	70,000
Capital			Machinery	195000
A,s Capital	200000		Land and building	283000
B,s Capital	300000			
Total	743000			743000

On the above date, C was admitted as a new partner for 1/5th share in the profits on the following terms :

- (i) C will bring rs. 2,00,000 as her capital and rs.1,60,000 as her share of goodwill premium.
- (ii) Stock will be appreciated by rs.1,500.
- (iii) Debtors of rs.5,000 will be written off as bad debts and a provision of 10% for bad and doubtful debts will be maintained. Prepare Revaluation Account and Partners.

Q12 Sun and Kiran are partners sharing profits and losses equally. They decided to dissolve their firm. Assets and Liabilities have been transferred to Realization Account. Pass necessary Journal entries for the following:

- a) All partners are agreed that the process of realisation at the time dissolution will be accomplished by Sun for which he will be paid ₹10,000 along with the amount of expense which amounted to 2% of total value realized from the Assets on dissolution. Some assets were sold for Cash at a cumulative Value of ₹12,00,000 and the remaining were taken over by creditors at a valuation of ₹3,00,000.
- b) Deferred Advertisement Expenditure A/c appeared in the books at ₹28,000.
- c) Out of the Stock of ₹1,20,000; Kiran (a partner) took over 1/3 of the stock at a discount of 25% and 50% of remaining stock was taken over by a Creditor of ₹30,000 in full settlement of his claim. Balance amount of stock realized at ₹25,000.
- d) An outstanding bill for repairs and renewal of ₹3,000 was settled through an unrecorded asset which was valued at ₹10,000. Balance being settled in Cash.

Q13. P and Q were partners in a firm sharing profits and losses in the ratio of 2 : 1. On 01.04.2022, they admitted R as a new partner for 1/10th share of profits with a guaranteed minimum of Rs. 50,000. P and Q continued to share profits as before but agreed to share any deficiency on account of guarantee to R in the ratio of 3 : 2. The net profit of the firm for the year ended 31.03.2023 was rs. 3,00,000. Pass necessary journal entries in the books of P and Q for the above transactions.

Q14. Amay, Anmol and Rohan entered into partnership on 1st July 2021 to share profits and losses in the ratio of 3:2:1. Amay guaranteed that Rohan's share of profit after charging interest on capital @ 6% p.a would not be less than ₹ 36,000 p.a. Their fixed capital balances are: ₹ 2,00,000, ₹ 1,00,000 and ₹ 1,00,000 respectively. Profit for the year ended 31st March 2022 was ₹1,38,000. Prepare Profit and Loss Appropriation A/c.

Q15 Charu, Dhvani, Iknor and Paavni were partners in a firm. They had entered a partnership firm last year only, through a verbal agreement. They contributed Capitals in the firm and to meet other financial requirements, few partners also provided loan to the firm. Within a year, their conflicts arisen due 4 to certain disagreements and they decided to dissolve the firm. The firm had appointed Ms. Kavya, who is a financial advisor and legal consultant, to carry on the dissolution process. In the first instance, Ms. Kavya had transferred various assets and external liabilities to Realization A/c. Due to her busy schedule; Ms. Kavya has delegated this assignment to you, being an intern in her firm. On the date of dissolution, you have observed the following transactions:

(i) Dhvani's Loan of ₹ 50,000 to the firm was settled by paying ₹ 42,000.

(ii) Paavni's Loan of ₹ 40,000 was settled by giving an unrecorded asset of ₹ 45,000.

(iii) Loan to Charu of ₹ 60,000 was settled by payment to Charu's brother loan of the same amount.

(iv) Iknor's Loan of ₹ 80,000 to the firm and she took over Machinery of ₹ 60,000 as part payment. You are required to pass necessary entries for all the above-mentioned transactions.

PROJECT WORK

One specific project based on financial statement analysis of a company covering any two aspects from the following:

1. Comparative and common size financial statements
2. Accounting Ratios
3. Segment Reports
4. Cash Flow Statements

BUSINESS STUDIES

Topic:- Nature and Significance of Management

1. Aarna company's target production is 8,000 units in a year. To achieve this target the manager has to operate on double shifts due to power failure most of the time. The manager is able to produce 8000 units but at a higher production cost. In the above case tell the status of the manager.

- (a) Manager was effective
- (b) Manager was effective but not efficient
- (c) Manager was efficient
- (d) Manager was efficient but not effective

2. The goal of the Radha retail store is to increase sales and the goal of the Spastics Society of India is to impart education to children with special needs. Management unites the efforts of different individuals in the organisation towards achieving these goals. Identify the characteristics of management discussed above.

- (a) Management is all pervasive.
- (b) Management is multi-dimensional.
- (c) Management is a goal-oriented process.
- (d) Management is a continuous process.

3. In a factory, a product is manufactured, in a garment store a customer's need is satisfied and in a hospital a patient is treated. Management translates their work in terms of goals to be achieved and assigns the means to achieve it. Identify the dimension of management discussed here.

- (a) Management of operations
- (b) Management of work
- (c) Management of people
- (d) None of these above

4. In order to be successful, an organisation must change itself and its goals according to the needs of the environment. Regarding this we have the example of McDonalds, the fast food giant made major changes in its menu to be able to survive in the Indian market. Identify the characteristics of management mentioned in the above case.

- (a) Management is an intangible force.
- (b) Management is a dynamic function.
- (c) Management is a group activity.
- (d) Management is a continuous process.

5. Jyoti Ltd. decided to give more stress on the following: to use environmentally friendly methods of production, to provide employment opportunities to the disadvantaged section of the society and to make available basic amenities like schools and creches to the employees. Identify the objective of management discussed above.

- (a) Organisational objective
- (b) Personal objective
- (c) Social objective
- (d) None of the above

6. The management of Roshan Pvt. Ltd. helps the staff members adapt to environmental changes so that the organisation is able to maintain its competitive edge. It is one of the reasons that have made management so important. Identify it.

- (a) Management helps in achieving group goals.
- (b) Management increases efficiency.
- (c) Management creates a dynamic organization.
- (d) Management helps in achieving personal objectives.

7. Read the text given below and answer the questions (i-in) based on it. Three groups of employees of 'Gama Limited' are working at different posts. The first group of employees is responsible for the welfare and survival of the organisation. In order to discharge its responsibility properly, this group continuously keeps a watch over the Business Environment. With a view to coping with the changes going on in the Business Environment, this group immediately discusses the change to be brought about in the company's plans. The second group of employees is responsible for maintaining quality and safety standards, and minimizing wastages. The responsibility of third group of employees is to explain the policies decided by the top management and developing the feeling of cooperation among all the departments of the company.

- (i) Identify the concept of management described in the paragraph given above:
 - (a) Functions of management

- (b) Nature of management
- (c) Levels of management
- (d) Coordination
- (ii) "The first group of employees is responsible for the welfare and survival of the organisation." The above statement is related to which level of management?
- (a) Top Level Management
- (b) Lower-Level Management
- (c) Middle
- (d) None of these
- (iii) "The second group of employees is responsible for maintaining quality and safety standards, and minimising wastages." The above statement highlighted the ____ level of management?
- (a) Top
- (b) Middle Level Management
- (c) Lower
- (d) Both (b) and (c)
- (iv) "The responsibility of third group of employees is to explain the policies decided by the top management and developing the feeling of cooperation among all the departments of the company."
The above statement explained the functions of the ____
- (a) Lower
- (b) Middle
- (c) Both (a) and (b)
- (d) None of these

3 Marks Questions

8. Certain people who had done their MBA established 'Alpha Limited' with the aim of earning justifiable profit and doing service to society. In order to run their business successfully they took the help of several people. The people working in the company were doing different activities. Their activities were different, but their aim was the same. Here the need was to continue putting in such efforts as to not let the people lose their aim. Therefore, the arrangement made in the company was such that the efforts of

all the people may lead them towards the same path.

- (a) Identify the feature of management described in the paragraph given above.
- (b) Also explain two more features of management.

9. The principal of 'Shivaji Public School, Shri Rakesh Mohan, set up the goal of 'Quality Education' for his school. For the realization of this goal, he made several plans. His special focus was on the satisfaction of employees. At the end of the year, it was found that all his activities were done successfully in accordance with the plans made. It took no time for the people to know the news that the school had accomplished its goal of quality education. Everyone said that it was a miracle performed by the school management.

- (a) Identify the feature of management referred to in the above paragraph.
- (b) Also explain two more features of management.

10. Mita has a successful ice cream business at Bikaner, namely 'Smart flavours'. Her ice creams are utterly delicious. She makes ice creams from fresh milk and the same are available in a wide range of flavours and packs. She sets viable business objectives and works with the same in mind in order to ensure that the customers will come back for purchasing. Having the first mover advantage, her business was doing well. To earn higher profits, she started cutting costs. This would sometimes lead to delay in delivery and the ice cream was not reaching the market in time. Over a period of time, the demand for her ice cream declined and because of it the competitors entered the market. She lost some of her market share to competitors. At the beginning of summer season, she got back to back orders for supply of 4,000 ice cream packs of different flavours for special occasions. To ensure that the task was completed and orders delivered in time she hired additional workers. She was, thus able to produce and deliver the ice cream packs but at a high production cost. While completing activities and finishing the given task for achieving goals, Mita realised that she was ignoring one of the important aspects of management. Identify the aspects of management that has been ignored by Mita. Also explain the same with the help of an example.

11. 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 day by day, so the company decided to increase production to generate higher sales. For this they decided to employ people from the nearby villages as very few job opportunities were available in that area. The company also decided to open schools and creches for the children of its employees. Identify and explain the objectives of management discussed above.

12. Mega Ltd. was manufacturing water-heaters. In the first year of its operations, the revenue earned by the company was just sufficient to meet its costs. To increase the revenue, the company analysed the reasons of less revenues. After analysis, the company decided:

- (i) to reduce the labour cost by shifting the manufacturing unit to a backward area where labour was available at a very low rate.
- (ii) to start manufacturing solar water-heaters and reduce the production of electric water heaters slowly. This will not only help in covering the risks, but also help in meeting other objectives too. Identify and explain the objectives of management discussed above.

13. Ashutosh Goenka was working in 'Axe Ltd.', a company manufacturing air purifiers. He found that the profits had started declining from the last six months. Profit has an implication for the survival of the firm, so he analysed the business environment to find out the reasons for this decline.

- (a) Identify the level of management at which Ashutosh Goenka was working.
- (b) State three other functions being performed by Ashutosh Goenka.

14. Read the following text and answer the questions (i-iv) on the basis of the same: Sana is the branch manager of ABC Handicrafts Pvt. Ltd. The company's objective is to promote the sales of Indian handloom and handicraft products. It sells fabrics, furnishings, ready-mades and household items are made of traditional Indian fabrics. Sana decides quantities, variety, colour and texture of all the above items and then allocates resources for their purchase from different suppliers. She appoints a team of designers and crafts people in the company, who developed some prints for bed covers in bright colour on silk. Although the products looked very attractive and impressive, they were relatively expensive on the front of affordability for an average customer. Sana suggested that they should keep the silk bed covers for special festive occasions and offer the cotton bed covers on a regular basis to keep costs under control.

- (i) "She appoints a team of designers and crafts people in the company, who developed some prints for bed covers in bright colour on silk." Which function of management is highlighted in this context?
 - (a) Controlling
 - (b) Staffing
 - (c) Planning

(d) Directing

(ii) In the above case "company's objective is to promote the sales of Indian handloom and handicraft products." The above line focus on which feature of management?

(a) Management is an intangible force.

(b) Management is a goal-oriented process.

(c) Management is pervasive in nature.

(d) Management is a continuous process.

(iii) With reference to the above case, at which level of management Sana is working?

(a) Lower level

(b) Top level

(c) Middle level

(d) Shop floor

(iv) "Sana suggested that they should keep the silk bed covers for special festive occasions and offer the cotton bed covers on a regular basis to keep costs under control." Which function of management is highlighted in this context?

(a) Controlling (b) Staffing (c) Organizing (d) Planning

15. The Top Management of 'Vrinda Limited' has done proper arrangement for all the resources of men, machines, material and money for its business. A special attention has been paid to the running of all the activities properly. Several competitor companies were using imported modern machines. Influenced by them, this company also had to install similar machines. The Technology of these machines was the most sophisticated. Before the employees could protest against this technology, they were given the training in it. Hence, they accepted the installation of these machines happily. Some of the employees understood this technology very soon. The company felt happy with their work and rewarded them. Its impact on the other employees was also positive. The top management had directed all the employees to have free and informal communication and give suggestions, lodge complaints and even talk about their personal matters. Identify and explain the three points of importance of management described in the paragraph above by quoting the relevant lines.

CHAPTER-2 PRINCIPLES OF MANAGEMENT

1. In an organisation, each person should be scientifically selected. Then work

assigned should suit his physical, mental and intellectual capabilities. To increase efficiency, they should be given the required training. Efficient employees would produce more and earn more. Which of the following principles of management is highlighted above?

- (a) Science, not rule of thumb
- (b) Division of work.
- (c) Development of each and every person to his/her greatest efficiency and prosperity.
- (d) Remuneration of employees.

2 Match the

following:

Column I	Column II
(i) To establish interchange ability of the manufactured parts and products.	(a) Standardization of work
(ii) Classification of workers as efficient and inefficient on the basis of certain standards	(b) Mental revolution
(iii) Change in the attitude of workers and management towards one another from competition to cooperation.	(c) Cooperation, not individualism
(iv) Equal division of work and responsibility between workers and management	(d) Differential piece rate system.

3. _____ Principles of management have been developed on the basis of _____

4. Individual principles of management are like different tools serving different purposes. The manager has to decide which tool to use under what

circumstances."

State the characteristic of nature of management principles highlighted above.

5. For greater productivity, work should be divided into small tasks and each employee should be trained to perform his/her specialised job. This principle is applicable to a government office where there is a diary/dispatch clerk whose job is to receive and send mail or documents, a data entry operator whose task is to input data on the computer, a peon and an officer etc. This principle is also applicable to a limited company where there are separate departments like Production, Finance, Marketing and Research and Development (R&D) etc.

(a) Identify and explain the principle of management highlighted in the above para

(b) Identify and state the characteristics of principles of management highlighted in the above para.

6. A production manager at top level in a reputed corporate, Mr. Rathore holds the responsibility for ordering raw material for the firm. While deciding on the supplier for the financial year 2018-19, he gave the order to his cousin at a higher price per unit instead of the firm's usual supplier who was willing to lower the rates for the order.

(a) Which principle of management was violated by Mr. Rathore?

(b) What are the positive impacts of following the above identified principle?

7. Name and explain with a suitable example the technique of Scientific Management given by Taylor to differentiate between the efficient and the inefficient workers.

8. Define principles of management. Explain the principle of 'Scalar Chain' and 'Gang Plank' with the help of diagram.

9. Explain any four points regarding significance of principles of management.

10. H. Tech Ltd. is a company producing IT services. The company's profits are enough for survival and growth. The management of the company believes that a satisfied employee creates a satisfied customer, who in turn creates profits that lead to satisfied shareholders. So, it pays competitive salaries and perks to all its employees. All the employees are happy working in the organization because of personal growth and development. The company has a strong sense of social responsibility. It has set up an engineering college in which one-third of the students are girls to whom the company gives 50% scholarship. Is the management of H. Tech Ltd. fulfilling its objectives? Justify your answer by quoting the lines from the paragraph.

11. Mr. Sanjeev, a manager, believes that through principles of management do not provide straitjacket solutions to all managerial problems, yet they cannot be underestimated because even a small guideline helps to solve a given problem. Mr. Sanjeev, in dealing with a situation of conflict between two departments, always emphasizes the primacy of the overall goals of the organization above.

- (a) Identify and explain the principles of management followed by Mr. Sanjeev.
- (b) Identify and state the characteristics of principles of management highlighted above.

12. Discuss the following techniques of Scientific Work Study:

- (i) Time Study (ii) Fatigue Study (iii) Method Study

Chapter Planning

1. Name the function of management which involves setting objectives and developing appropriate courses of action to achieve these objectives.

- (a) Directing (b) Organizing (c) Planning (d) Staffing

2. Which of the following is not a benefit of planning?

- (a) Planning reduces overlapping and wasteful activities.
- (b) Planning is a mental exercise.
- (c) Planning provides directions.
- (d) Planning reduces the risks of uncertainty.

3. Which of the following is a benefit of planning?

- (a) Helps in avoiding confusion and misunderstanding.
- (b) Ensures clarity in thought and action.
- (c) Useless and redundant activities are minimised or eliminated.
- (d) All of the above.

4. Which of the following statements is not true with reference to planning?

- (a) Planning is a pre-requisite for controlling. (b) Planning does not lead to rigidity.
- (c) Planning enables a manager to look ahead and anticipate changes.
- (d) Planning facilitates co-ordination among departments and individuals in the organisation.

5. What is known as the primary function of management?
 (a) Controlling (b) organizing (c) Planning (d) Staffing
6. Which of the following is not a feature of planning?
 (a) Planning is futuristic.
 (b) Planning is pervasive.
 (c) Planning establishes standards for controlling.
 (d) Planning focuses on achieving objectives.
7. All other managerial functions are performed within the framework of the plans drawn. Identify the related feature of planning.
 (a) Planning focuses on achieving objectives.
 (b) Planning is pervasive.
 (c) Planning is futuristic.
 (d) Planning is a primary function of management.
8. Planning requires logical and systematic thinking rather than guess work or wishful thinking. Identify the related feature of planning.
 (a) Planning is futuristic.
 (b) Planning is a mental exercise.
 (c) Planning establishes standards for controlling.
 (d) Planning focuses on achieving objectives.
9. Planning cannot foresee everything, and thus, there may be obstacles to effective planning. Identify the related limitation of planning.
 (a) Planning leads to rigidity.
 (b) Planning may not work in a dynamic environment.
 (c) Planning does not guarantee success.
 (d) Planning reduces creativity.
10. It is not always true that just because a plan has worked before it will work again. Identify the related limitation of planning.

- (a) Planning leads to rigidity.
- (b) Planning reduces creativity.
- (c) Planning may not work in a dynamic environment.
- (d) Planning does not guarantee success.

PROJECT WORK

Students are supposed to select one unit out of 3 and are required to make only ONE project from the selected unit. (Consist of one project of 20 marks)

- I. Project One: Elements of Business Environment
- II. Project Two: Principles of Management
- III. Project Four: Marketing

MATHEMATICS

Q.1: How many elements are there in the complement of set A?

- A. 0
- B. 1
- C. All the elements of A
- D. None of these

Q2: Empty set is a _____.

- A. Infinite set
- B. Finite set
- C. Unknown set
- D. Universal set

Q.3: The number of elements in the Power set P(S) of the set $S = \{1, 2, 3\}$ is:

- A. 4
- B. 8
- C. 2
- D. None of these

Q.4: Order of the power set P(A) of a set A of order n is equal to:

- A. n
- B. $2n$
- C. 2^n
- D. n^2

Q.5: Which of the following two sets are equal?

- A. $A = \{1, 2\}$ and $B = \{1\}$
 B. $A = \{1, 2\}$ and $B = \{1, 2, 3\}$
 C. $A = \{1, 2, 3\}$ and $B = \{2, 1, 3\}$
 D. $A = \{1, 2, 4\}$ and $B = \{1, 2, 3\}$

(6) Value of I (iota) is _____

- a) -1
 b) 1
 c) $(-1)^{1/2}$
 d) $(-1)^{1/4}$

(7) If $z=4+i$, what is the real part?

- a) 4
 b) i
 c) 1
 d) $4+i$

(8) In $z=4+i$, what is imaginary part?

- a) 4
 b) i
 c) 1
 d) $4+i$

(9) If $z_1 = 2+3i$ and $z_2 = 5+2i$, then find sum of two complex numbers.

- a) $4+8i$
 b) $3-i$
 c) $7+5i$
 d) $7-5i$

(10) Write of the following sets in set-builder form:

- (i) $\{2, 4, 6, 8, \dots\}$ (ii) $\{6, 10, 14, 18\}$

11. Rewrite the following sets by listing all elements (roster form):

- (i) Set of all the letters in the word 'ALGBERA'.
 (ii) Set of all + ve integers which are common factors of 30 and 45.

12. Which the following sets are null sets any why?

- (i) $A=\{0\}$ i.e., set having zero as its only elements.
 (ii) $B=\{x : x + 3 = 3\}$

13. Which the following sets are equal sets?

- (i) $\{a, b, c\}, \{c, a, b, a\}, \{b, a, c, b\}, \{c, a, b, c, c\}$.
 (ii) $\{1, 2, 3\}, \{x : x^2 - 2x + 1 = 0\}, \{3, 2, 1\}, \{x : x^3 - 6x^2 + 11x - 6 = 0\}$.

14. Which of the following are sets? Justify your answer.
- The collection of all prime numbers.
 - The collection of good hockey players in India.
15. Let A, B and C be three sets. If $A \subset B$ and $B \in C$, is it true that $A \in C$? if not give an example.
16. How many subsets can be formed from the following set:
- $\{ \}$
 - $\{1\}$
 - $\{2, 3, 9\}$
 - $\{1, 2, 3, \dots, n\}$.
17. Prove that if $A \subseteq \emptyset$, then $A = \emptyset$.
18. Write down all the subsets of
- $\left\{ \frac{1}{2}, 1, \pi \right\}$
 - $\{a, b, c, d\}$.
19. For any two sets A and B, Prove that: $P(A) = P(B) \Rightarrow A = B$.
20. Find the union of each of the following pairs of sets:
- $A = \{a, e, i, o, u\}$, $B = \{a, i, u\}$
21. If $A = \{a, b, c, d, e\}$ and $B = \{d, e, f, g\}$; find $(A - B) \cup (B - A)$.
22. If $A = \{x : x = 3n, n \in \mathbb{Z}\}$ and $B = \{x : x = 4n, n \in \mathbb{Z}\}$, then find $A \cap B$.
23. If $A = \{1, 3, 5, 9\}$, $B = \{3, 7, 8\}$, $C = \{2, 3, 4, 8\}$, verify that $A \cap (B \cup C) = (A \cap B) \cup (A \cap C)$.
24. Let $U = \{1, 2, 3, 4, 5, 6, 7, 8, 9\}$, $A = \{1, 2, 3, 4\}$, $B = \{2, 4, 6, 8\}$, $C = \{3, 4, 5, 6\}$ find :
- $(A \cap C)'$
 - $(B \cap C)'$
 - $(A - C)'$
25. If $A = \{1, 2, 3\}$, $B = \{4\}$, $C = \{5\}$, then verify that
- $A \times (B \cup C) = (A \times B) \cup (A \times C)$
 - $A \times (B \cap C) = (A \times B) \cap (A \times C)$
26. A and B are two sets given in such a way that $(A \times B)$ contains 6 elements. If three elements of $A \times B$ be $(1, 3)$, $(2, 5)$ and $(3, 3)$. Find its remaining elements.
27. Find x and y, if
- $2x, x + y = (6, 2)$
 - $x + 1, y - 2 = (3, 1)$
28. If $A = \{1, 3, 5\}$ and $B = \{2, 3\}$, then show that $A \times B \neq B \times A$.
29. If $A = \{1, 4\}$, $B = \{2, 3, 6\}$ and $C = \{2, 3, 7\}$, then verify that :
- $A \times (B \cup C) = (A \times B) \cup (A \times C)$
 - $A \times (B \cap C) = (A \times B) \cap (A \times C)$
30. Let $A = \{1, 2, 3, \dots, 25\}$ and R is relation "is one fourth of" in A. Write R as a subset of $A \times A$. Also find the domain and range of R.

31. Determine the domain and range of the following relations:

(i) $\{(x, y): x \in \mathbf{N}, y \in \mathbf{N} \text{ and } x + y = 10\}$

(ii) $\{(x, y): x \in \mathbf{N}, x < 5, y = 3\}$

32. In the set of integers, let a relation R be defined as $a R b$ if and only if $a - b$ is even. Prove that

(i) $(a, a) \in R$ for all $a \in \mathbf{Z}$

(ii) $(a, b) \in R \Rightarrow (b, a) \in R$ for all $a, b \in \mathbf{Z}$

(i) $y = 3x^4 - 5x^2 + 6$

(ii) $y = 2x^3 + 5x$

33. Write the range of the following function:

(i) $\sqrt{x-5}, x \geq 5$

(ii) $\frac{k-x}{x-k}, x \neq k$

34. If $f(x) = ax + b$, where a and b are integers, $f(-1) = -5$ and $f(3) = 3$, find a and b .

35. Find the domain and range of the following function:

(i) $y = \frac{x^2-36}{x-6}, x \neq 6$

(ii) $y = \frac{2x-4}{2-x}, x \neq 2$

36. Define the sum and difference of the identity function and the reciprocal function?

37. Find $f + g, f - g, f \cdot g$ and $\frac{f}{g}$ for the following function if $f: \mathbf{R} \rightarrow \mathbf{R}$ and $g: \mathbf{R} \rightarrow \mathbf{R}$

(i) $f(x) = x^2, g(x) = 2x + 1$

(ii) $f(x) = x^2 - x, g(x) = x + 5$

38. Let f and g be two real valued functions defined by $f(x) = \frac{1}{x+4}$ and $g(x) = \sqrt{x+1}$. Find

(i) $f + g$

(ii) $f - g$

(iii) fg

(iv) $\frac{f}{g}$

39. Define the product of the identity function and the module function.

40. If $A = \{1, -1\}$, then find $A \times A \times A$.

41. If $f(x) = x^2$, find $\frac{f(1 \cdot 1) - f(1)}{1 \cdot 1 - 1}$

42. If $A = \{1, 3, 5\}$ and $B = \{2, 4\}$, list the elements of R , if $R = \{(x, y): x, y \in A \times B \text{ and } x > y\}$.

43. If A is a set such that $n(A) = 3$ and $B = \{3, 4, 5\}$, then what is number of elements in $A \times B$?

44. If $f(x) = \frac{5x+3}{4x-5}, x \neq \frac{5}{4}$, then find $f\{f(x)\}$.

45. Find the range of the function $f(x) = \frac{x}{|x|}$.

46. If $2f(x) - 3f\left(\frac{1}{x}\right) = x^2 (x \neq 0)$, then find $f(2)$.

47. Write the range of $f(x) = \frac{1}{1-2 \cos x}$.

48. Let $X = \{1, 2, 3, 4, 5\}$ and $Y = \{1, 2, 5, 6, 7, 9, 10, 11, 12, 13, 14\}$. Write the function from X to Y defined by $f(x) = 2x + 3$.

49. Find the domain of the function $(x) = \sqrt{\frac{x-2}{x+2}} + \sqrt{\frac{1-x}{1+x}}$.

50. A function 'f' on the set \mathbf{R} of real number is defined as $f(x) = \frac{2x+1}{x-1}$. Find

(i) The domain of f (ii) The range of f

51. If $f: \mathbf{R} \rightarrow \mathbf{R}$ is defined by $f(x) = 2^x$, then find (i) range of f (ii) x such that $f(x) = 1$. Also, prove that $f(x + y) = f(x) f(y)$.

52. Are the following relation function? Justify your answer

(i) $R_1 = \{(x, |x|) : x \text{ is a real number}\}$ (ii) $R_2 = \{(x, x^2) : x \text{ is a positive number}\}$