

**ORGANISING**

**WORKSHEET NO. 1**

<b>Q.No</b>	<b>Questions</b>	<b>Marks</b>
1	<p>The Managing Director – MD of ‘Rahi Footwear Limited’, Mr. Jisan Ahmed wants to expand his business. Currently, this company deals in leather shoes. Mr. Ahmed called a meeting of all the four Departmental Managers. He asked all of them to express their views on the expansion of the company. One of them said that a factory should be set up to make school bags. The other one said that a factory for making Ladies’ Leather Purses should be set up. The third one suggested for setting up a factory to manufacture socks and the fourth manager was in favour of a factory for making plastic shoes. There was a discussion on all the four options in the meeting and ultimately, the option for making ladies’ leather purses was thought to be right. Mr. Ahmed took his job in his own hands.</p> <p>Mr. Ahmed purchased the factory making ladies leather purses which had already been set up and was running in a loss. Now he determined the different activities to be performed in the new business. He established five departments, so that all activities could be completed easily. Trees in a large number were planted all around the factory so as to provide protection against the bad effect of leather.</p> <p>(a) Identify the concepts of management described in the paragraph given above.</p> <p>(b) Quote the lines which help in identifying the concepts identified in the point ‘a’.</p> <p>(c) Identify the values which this company wants to deliver to the society.</p>	5
Ans	<p>(a)</p> <p>(b)</p> <p>(c)</p>	
2	<p>‘Surakhshit Service Providers Limited’ is a well known company for removing the routine problems of the people. This company provides all types of big or small services; namely, Health services, complaints regarding electricity faults, complaint about faults in electronic items. Complaint about faults in vehicles, etc. This company has opened its offices at different places. The policy of the company is that women should be preferred to be appointed as the heads of every office. Besides, under this policy, some positions shall be reserved for handicapped women also. The head of every office shall have the full authority to take</p>	5

<p>Ans</p>	<p>decisions concerning the activities of her office. For example, every head shall be completely free to bargain with customers regarding the fee to be realized from them.</p> <p>(a) Which concept of management has been mentioned in the paragraph given above?</p> <p>(b) Write about two of the advantages of the concept identified in point 'a'?</p> <p>(c) Identify two of the values of the company?</p> <p>(a)</p> <p>(b)</p> <p>(c)</p>	
<p>3 Ans</p>	<p>Define Organising?</p>	<p>2</p>

© PRAADIS  
 EDUCATION  
 DO NOT COPY

**WORKSHEET NO. 2 (ORGANISING)**

<b>Q.No</b>	<b>Questions</b>	<b>Marks</b>
1  Ans	“Organizing is the process of defining and grouping the activities of the enterprise and establishing the authority relationship among them.” In the light of this statement, explain the steps in the process or organizing. 1.  2.  3.  4.	5
2  Ans	“Delegation is the entrustment of responsibility and authority to another and the creation of accountability for performance.” In the light of this statement identify and explain the essential elements of delegation? 1.  2.  3.	6
3  Ans	It is formed by grouping together the entire work to be done into major functional departments. Name it.	1

**WORKSHEET NO. 3 (ORGANISING)**

Q.No	Questions	Marks																					
1 Ans	<p>Distinguish between Functional structure and Divisional structure?</p> <table border="1" data-bbox="352 349 1259 1223"> <thead> <tr> <th data-bbox="352 349 555 387">Basis</th> <th data-bbox="555 349 963 387">Functional structure</th> <th data-bbox="963 349 1259 387">Divisional structure</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 387 555 526">1 Formation</td> <td data-bbox="555 387 963 526"></td> <td data-bbox="963 387 1259 526"></td> </tr> <tr> <td data-bbox="352 526 555 665">2 Specialization</td> <td data-bbox="555 526 963 665"></td> <td data-bbox="963 526 1259 665"></td> </tr> <tr> <td data-bbox="352 665 555 804">3 Responsibility</td> <td data-bbox="555 665 963 804"></td> <td data-bbox="963 665 1259 804"></td> </tr> <tr> <td data-bbox="352 804 555 943">4 Managerial Development</td> <td data-bbox="555 804 963 943"></td> <td data-bbox="963 804 1259 943"></td> </tr> <tr> <td data-bbox="352 943 555 1081">5 Cost</td> <td data-bbox="555 943 963 1081"></td> <td data-bbox="963 943 1259 1081"></td> </tr> <tr> <td data-bbox="352 1081 555 1223">6 Coordination</td> <td data-bbox="555 1081 963 1223"></td> <td data-bbox="963 1081 1259 1223"></td> </tr> </tbody> </table>	Basis	Functional structure	Divisional structure	1 Formation			2 Specialization			3 Responsibility			4 Managerial Development			5 Cost			6 Coordination			6
Basis	Functional structure	Divisional structure																					
1 Formation																							
2 Specialization																							
3 Responsibility																							
4 Managerial Development																							
5 Cost																							
6 Coordination																							
2 Ans	<p>A company X limited manufacturing cosmetics, which has enjoyed a preeminent position in business, has grown in size. Its business was very good till 1991. But after that, new liberalized environment has seen entry of many MNCs in the sector. With the result the market share of X ltd. has declined. The company had followed a very centralized business model with Directors and divisional heads making even minor decisions. Before 1991, this business model had served the company very well as consumers had no choice. But now the company very well as consumers had no choice. But now the company is under pressure to reform.</p> <p>(i)What organization structure changes should the company bring about in order to retain its market share?</p> <p>(ii)How will the changes suggested by you help the firm? Keep in mind that the sector in which the company is FMCG?(Fast Moving Consumer goods)</p>	6																					

**WORKSHEET NO. 4 (ORGANISING)**

<b>Q.No</b>	<b>Questions</b>	<b>Marks</b>															
1 Ans	Define 'delegation'. Distinguish between delegation and Decentralization on the basis of (i) Scope (ii) Significance (iii) Control (iv) Essentiality <table border="1" data-bbox="352 383 1262 840"><thead><tr><th>Basis</th><th>Delegation</th><th>Decentralization</th></tr></thead><tbody><tr><td>1 Scope</td><td></td><td></td></tr><tr><td>2 Significance</td><td></td><td></td></tr><tr><td>3 Control</td><td></td><td></td></tr><tr><td>4 Essentiality</td><td></td><td></td></tr></tbody></table>	Basis	Delegation	Decentralization	1 Scope			2 Significance			3 Control			4 Essentiality			5
Basis	Delegation	Decentralization															
1 Scope																	
2 Significance																	
3 Control																	
4 Essentiality																	
2 Ans	"Organisation is the harmonious adjustment of specialized parts for the accomplishment of some common purpose or purposes." In the light of this statement, explain any five points on importance of organizing? 1  2  3  4  5	5															



	4 Behaviour			
	5 Nature			
3  Ans	A manager is of the view that he is not responsible for the quality of work that he has delegated to his subordinates. Do you agree with this view point? Justify your answer by giving proper arguments.			2

© PRAADIS  
EDUCATION  
DO NOT COPY