

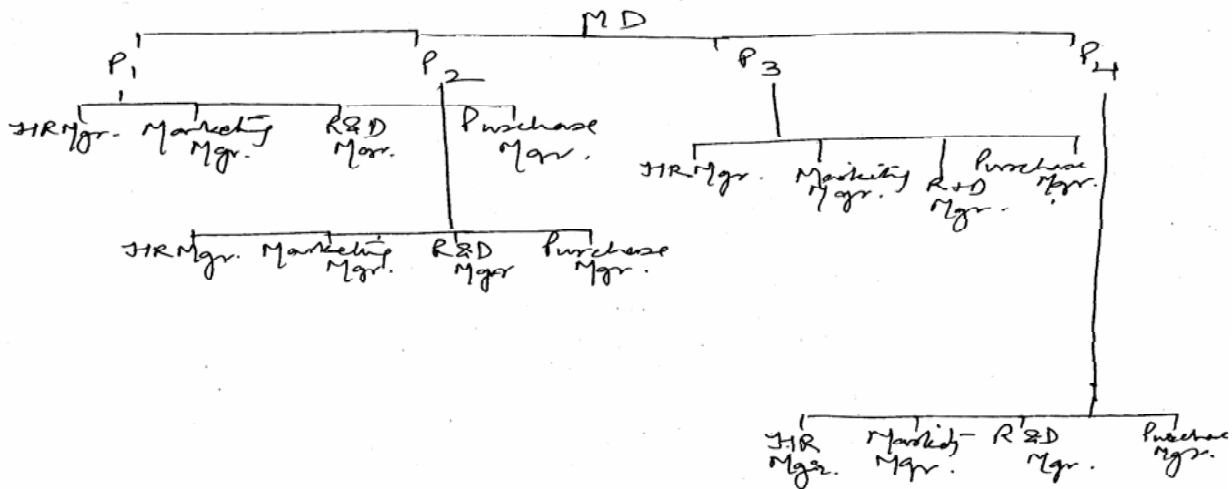
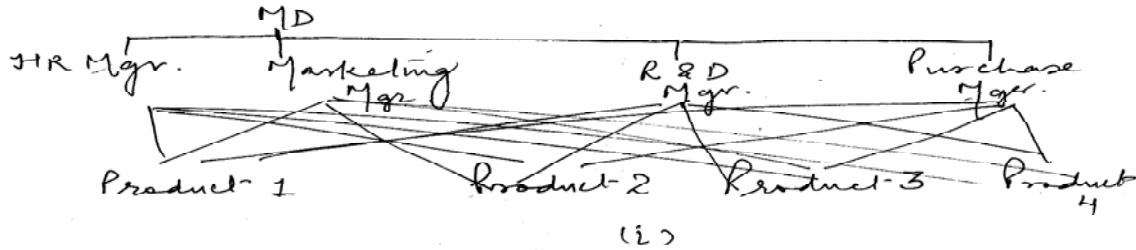
HOLIDAY HOMEWORK ASSIGNMENT
ORGANISING

PART-I

- Q1. Suggest any five activities that you will undertake to organize special a assembly of the XII class on Independence Day.**
- Q2. What does organizing function lead to?**
- Q3. Which function of management is a means for translating plans in to action?**
- Q4. With an example each, explain any two basis of departmentalization.**
- Q5. Which step of organizing results in the creation of Hierarchical structure and how?**
- Q6. How organizing creates teamwork and brings order out of chaos?**
- Q7. On what basis, levels of management are decided upon?**
- Q8. Why a suitable organization structure is necessary for any business enterprise?**
- Q9. Identify and explain the tall and the short organization structure:**



Q10. Comment upon the following organization structure :-



Q11. Suggest suitable organization structure in the following situations with reasons:

- ABC Co. Ltd. is growing and diversifying.
- ABC Co. Ltd. is growing and diversifying but continues to deal in the same field.
- The organization XYZ Co. Ltd. has diversified activities.
- More departments and levels need to be created and added in the existing set up.
- The business activities need a very high degree of specialization.
- The company manufactures a wide variety of products.

Q12. How did McKinsey transform ONGC?

Q13. Which type of structure is possible in a formal organization?

Q14. Who designs the formal organization?

Q15. Explain Formal and Informal organization w.r.t. your classes XII C, D and the school, and answer the following:

- a) Which type came first- Formal or Informal?
- b) How are you related with the teachers and the principal of the school?
- c) How the monitor of each class is related to the rest of the students?
- d) What do the emphasize on teachers while teaching in your school?
- e) Are the teachers totally formal or informal in the class? How?
- f) Why and how are you associated with your classmate in particular seatmate?
- g) What is the channel of communication used in recess by the students? Justify your answer.
- h) A girl from XII C goes to XIIB in the Break and takes her lunch there? Why?
- i) Which organization is dominant when the students make a lot of noise in the class?

Q16. You have joined ABC Co. Ltd. recently as the senior Purchase Manager. The management is keen to make the purchase department computerized against the wishes of the existing staff. How can you help the management in implementing their decision in your department? Explain w.r.t. the informal organization.

Q17. Mr. A is unable to manage every task on his own as he has a huge volume of work to handle. Show him the way so that he is able to meet organizational goals and focus on objectives.

Q18. Mr. P has delegated a task to Mr. Q who further delegates it to Mr. R. Who is accountable for the performance of the assigned tasks and why?

Q19. Identify the elements of delegation of authority .

- a) Right to take decisions is inherent in the job position.
- b) A regular feedback on the extent of the work accomplished.
- c) It should match the authority.
- d) Being answerable for the final outcome.
- e) An obligation to carry out the assigned task.
- f) It determines the superior subordinate relationship.

Q20. Fill in the blanks with the elements of Delegation of authority.

For effective delegation the _____ granted must commensurate with the assigned _____. If _____ granted is more than _____, it may lead to misuse of _____ and if _____ assigned is more than the _____ it may make a

person ineffective. Once _____ has been delegated and _____ accepted one cannot deny _____. _____ is derived from _____ and _____ is derived from responsibility.

- Q21. How delegation is a key element on effective organizing?**
- Q22. What is implied by complete decentralization?**
- Q23. Why every organization needs to be characterized by both centralization and decentralization?**
- Q24. Explain the philosophy behind Decentralization of Authority.**
- Q25. How decentralization helps in the development of dynamic leaders?**
- Q26. How decentralization facilitates autonomous decision making?**
- Q27. Why the CEO of PQR Ltd. is of employees convinced that the accountability will improve if disperses authority at different levels of authority?**
- Q28. What is the main purpose of organizing?**
- Q29. Mr. P. decides on every issue himself and never let others decide. Give any two implications of it.**
- Q30. Why organizing is a process?**