



INDIAN SCHOOL DARSAIT
DEPARTMENT OF COMMERCE



SUB: Business Studies	ORGANIZING	
Date of Worksheet: / /2018		Resource Person: JMC
Name of Student:		Roll Number:
Class and Div.: XII C & D		

Q.NO	QUESTIONS	MARKS
1.	Give the meaning of “organizing as a process”	1
2.	What is organization chart?	1
3.	What is an organization manual?	1
4.	Define the term ‘ organization structure’	1
5.	Informal organization is not deliberately created. Then how it is created?	1
6.	Identify the type of suitable organization structure for a large scale organization having diversified activities requiring high degree of specialization in operations.	1
7.	Can accountability be delegated?	1
8.	Name the activity which increases the importance of the role of subordinates.	1
9.	National Virtech Ltd. Has grown in size. It was a market leader but with changes in business environment and with the entry of MNCs its market share is declining. To cope up with the situation CEO starts delegating some of his authority to the General Manager, who also felt himself overburdened and with the approval of CEO disperses some of his authority to various levels throughout the organization. Identify the concept of management discussed above.	1
10.	Alliance Ltd. Is engaged in manufacturing plastic buckets. The objective of the company is to manufacture 100 buckets a day. To achieve this, the efforts of all departments are co – ordinate and interlinked and authority responsibility relationship is established among various job positions. There is clarity on who is to report to whom. Name the function of management discussed above.	1
11.	Leana Ltd. Is engaged in manufacturing of washing machines. The target of the organization is to manufacture 500 washing machines a day. There is an occupational specialization in the organization which promotes efficiency of employees. There is no duplication of	1

	<p>efforts in such type of organization structure.</p> <p>Identify the type of organization structure described above.</p>	
12.	<p>Some friends joined together and set up a multi – product company. Their company makes four different products. Three products of the company have been successfully launched in market. But the company has not succeeded to launch the fourth product in market. What sort of organizational structure, in your view, might have been adopted by the company?</p>	1
13.	<p>Miss. Bhavana is working as the Production Manager in a company. She divided the work among her subordinates in accordance with their interest and ability. Not only this, she even gave them all the authorities to take decisions relating to their work. At the end of the first month of the year, it was found that Mr. Dileep had not achieved his target. He was lagging far behind his target. Miss. Bhavana asked him to give the reason within two days why his performance was low.</p> <p>With which concept of management the conversation between Miss. Bhavana and Mr. Dileep referred to in the above paragraph is related? Identify it.</p>	1
14.	<p>There are 75 persons in the Production Department of ‘Jai Prakashan Pvt Ltd.’ the Manager of this department, Mr. Sufiyan, is very punctual. He does not tolerate at all reaching the office late and leaving it early. But so far as the mutual relations of the employees are concerned, he is very liberal. All the employees of the department have been instructed that they can communicate with any one at any time irrespective of the high or low position of the employee concerned. The first specialty of Mr. Sufiyan creates discipline and the second one makes the atmosphere pleasant.</p> <p>Identify the concept of management concerning the employees described in the paragraph given above.</p>	1
15.	<p>‘Sroel Steel Ltd’ has divided the whole of its business into five departments. Now the Company’s General Mangersteling all the employees what different jobs are to be done by them. While giving the jobs to the employees, the nature of job and the person’s ability is especially being taken into account. This also has been pre – determined who will report to whom. This makes it clear who is superior /senior and who is subordinate.</p> <p>The two stages of the process of which function of management have been discussed in the paragraph given above. Identify the function of management and its stages.</p>	1
16.	<p>‘High Tech Hospital Ltd.’is a famous company which provides</p>	3

	<p>health services. It has a great market share. Last year in no time, several Multi-national Companies arrived. This fact caused a great fall in the company's business. The whole responsibility of finding the solution of this problem fell on the shoulders of the General Manager, Dr. Robin. Now, in order to keep himself away from the routine activities of the company. He gave some of his authorities to his departmental managers. He gave them this freedom also that if they wanted, they could give some of these authorities to their own subordinates. The departmental managers were already feeling themselves overburden with the workload. Therefore, they handed over some of their authorities to their subordinates. As a consequence of this, on the one hand, the general manager got time to solve the serious problem and on the other hand, the feeling of responsibility was aroused in the subordinates. Within a few days the growth the rate of the company appeared to have become fast. Identify the concept of management described in the paragraph given above and also explain the two points of its importance spoken about here.</p>	
17.	<p>Miss Julfa is working as the chief Executive Officer –CEO in 'Palm Residency Limited'. The business of this company is to build houses, furnished with all modern facilities. It is quite clear that the success of the company depends on the level of its advertisement. That is why this department has been set up separately in the company. Besides, several standards have been fixed to keep a control over its quality and cost, the standard of material to be used in the construction, the standard of working conditions, the standard of construction cost and the standard of work to be done by per person per day.</p> <p>Realizing the importance of advertisement, the CEO gave the right of spending money up to Rs.5 lac to the Departmental Manager without seeking his permission. When the other departmental managers came to know of this authority, they also demanded this type of authority to spend money. Their demand was accepted happily. This decision started yielding positive results. Then the CEO again decided to give the authority of spending money to a limit freely to the supervisors also.</p> <ol style="list-style-type: none"> Which concept of F.W. Taylor has been described in the paragraph given above? Identify it. Which concept of management is referred to according to which the Advertisement Manager has been given the authority of spending money to a limit? Identify the concept of giving the Departmental Managers the 	4

	<p>authority similar to that of the Advertisement manager.</p> <p>d) What would you call this situation when the authorities referred to in point 'C' are given to the supervisors?</p>	
18.	<p>'Surakshit Service Providers Ltd' 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. Compliant 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 , come positions shall be reserved for handicapped women also. The head of every office shall have the full authority to take 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>	5
19.	<p>'Farhana Foods Limited' is a famous company making different food materials. Mr. khyathi is the Managing Director of the company. She is fully attached to the employees of her company. This is the very reason that before every decision she consults all the concerned employees. A suggestion box has also been provided in the company. It is opened once a week. The employees giving positive suggestions are rewarded. Besides, all the employees of the company also enjoy full freedom to communicate with any senior officer any time, concerning matters of both types related to their jobs or their personal lives.</p> <p>a) Identify the form of organization described in the paragraph given above and write about two of its advantages.</p> <p>b) Which values have been highlighted in this paragraph? Write about any two of them.</p>	5
20.	<p>150Employees are working in 'Sreya Handloom Pvt. Ltd'. There is the pre – defined arrangementof responsibility, authority and Accountability in the company. As a result, the employees have hardly any doubt about their roles in the company. But the employees of the Marketing Department of the company are always very unhappy with a problem. The problem is that several times they get orders from two officers simultaneously. Two officers</p>	

	<p>giving orders are the Marketing Manager and the General Manager. In such a situation, they fail to understand to whose orders they should give priority – one is their immediate boss and the other, a top officer of the company.</p> <p>Several departments have been set up in this company; namely, Purchase, Sale, Advertisement, Production, Stock, Research, Correspondence, Accounts, Finance and Personnel. In this way, there are ten departments in all. In every department all the modern facilities are available. The company's Finance Manager says that the administrative expenses of the company are rather too much. According to him, the main reason for this is the existence of so many departments in the company.</p> <ul style="list-style-type: none">a) Identify the concepts of Management described in the paragraph above.b) Which principle of management is being violated in the company? Explain.c) How can the increasing Administrative Expenses of the company be checked? Identify this concept.d) The answer given in point 'c' is related to which function of management.	
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