

19-06-2021

Saturday

25
40

Date _____
Page _____

Name: Parth Phantaw Deshpande Class: XIIth Sub: O.R.M.

TEST 2 (Ch 2)

(Q.1)

→ (1) Planning is the basic function of the management.

(2) Staffing is the process involved in identifying, assessing, placing and evaluating and directing individuals at work.

(3)

(3) Directing is what has to be done and in what manner through dictating the procedures and policies for accomplishing performance standards.

(4)

(4) Organizing is orderly arrangement of group efforts to provide unity of action in the pursuit of common goals.

(5)

(5) Controlling is the process of taking steps to bring actual results and desired results close together.

(Q.2)

→ Group A (Q) → (Ans) Group B.

✓ (a) Planning → (3) Deciding in advance what to do, how to do, when to do and who is to do it.

✗ (b) Organizing → (6) Decides the ways and means to achieve what has been planned.

✓ (c) Staffing → (5) It is the process of recruiting, selecting, placing and remunerating.

(d) Directing → (4) It is the process of instructing, guiding, communicating and motivating.

✓ (e) Co-ordinating → (1) It is an integration and synchronization of the efforts of group.

(Q.3)

- ① The right person at the right job with right pay.
- ② Staffing.
- ③ First function of management.
- Planning.

⑤ It increases the team spirit at the workplace.
→ Co-ordination.

④ The term that is used to denote structure.
→ ~~Organizational~~ function ✗

⑥ The process of comparing the actual results with the pre-determined standards.
→ Controlling.

(Q.4)

Ans ① According to Koontz and O'Donnell, "Planning is deciding in advance what to do, how to do, when to do it and who is to do it. Planning processes where we are and where we want to go, which makes possible things to occur which would otherwise not occur."

② Importance of Planning:

1. Helps to set clear objectives: Planning helps the manager to set objectives or targets which would help the manager to know the standard of his employees and would take steps to resolve it.

2. Minimizes Risk: Planning is actually future forecasting of results in advance and to work accordingly, which eventually minimizes the risk as the employees get some target in front of them to achieve.

3] Helps in Decision making: There are many options in front of the manager. Planning helps the manager to make quick decisions and to work according to it.

Ans ②

Planning Function

- ① It is deciding in advance what to do, how to do, when to do it, and who is to do it.
- ① Planning helps to set clear objectives and targets.
- ① It is the first and basic function of management.
- ① It is done by the managers or the top authority for the lower authority to achieve it.

Organizing Function

- ① Organizing means the ways and means of achieving what has been planned with group efforts.
- ① Organizing steps towards finding the ways of achieving targets that are planned by the managers.
- ① It is the second function of management, i.e., after planning.
- ① While, organizing is done by that lower body in group in order to achieve it.

Ans ③. According to S. Benjamin, "Staffing is the process involved in identifying, placing, evaluating and directing individual of work."

Importance of Staffing:-

1] Builds Cordial Relationship: This function helps in building good relationships among the employees. A smooth Human relation is the way to achieving organizational objectives.

2] Improves efficiency: Training and development programmes are made available to the employees in order to be updated of the new technology and means. Which causes better efficiency in employees.

3] Long term effect: As the staff is qualified and trained, it makes them an asset to the organization, which means

proper selection leads to long term effect.

Q.5)

ans:

① According to Philip Kotler, "Control is the process of taking steps to bring actual and desired results close together."

② Importance of controlling:

1) Fulfilling goals of the organisation: It measures the performance at every possible stage and finds deviations, and correct them deviation ~~error~~ according to the activities planned by the organisation.

2) Accuracy of standards: Controlling helps in understanding the accuracy of results. As controlling measures are flexible. They can be revised from time to time.

3) Facilitates Co-ordination: It is the function in which roles and the responsibilities of the persons are designed clearly. Co-ordination between them helps in finding out deviations.

4) Psychological pressure: As the performance is getting evaluated with standards. It causes the employees to motivate to work with better efficiency.

5) Acts as a guide: It provides as a set of standard performance and manager and employees act according to it. Therefore, it acts as a guide.

5