

Test - 3

03/07/2021

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Std :- 12th XII

Div Sub:- OCM

Q.4]

Ans)

Organizing

Staffing

1] Meaning

Organizing refers to process of putting together various resources and activities of the organisation into a system.

Staffing is a process of recruitment through which competent employees are selected, properly trained, effectively developed, suitably rewarded.

2] Objective

The main aim of organizing is to identify and bring together all the resources.

The main objective of staffing is to obtain the most competent and efficient staff to improve the overall performance.

3] Area of function

It involved identifying the activities and grouping of relative activities of the organization.

Staffing involves selection, recruitment, training, promotion, transfer, etc. of employees.

4] Factors

In organizing functions, internal as well as external factors are considered to make arrangement or resources.

In staffing function, only internal factors such as human factor, finance, work load, etc. are considered.

5] Resources

Organizing is related with all the resources as they need to be properly arranged.

Staffing is related with human resource.

Q.5]

Ans]

Co-ordinating

Controlling

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| 1] Meaning | Co-ordinating is the process through which activities of various departments and units are synchronised for the achievement of organi organisational goals. | Controlling is evaluating and assessing the progress of the work done. |
| 2] Objective | To ensure the smooth functioning of the organisation. | To ensure that everything goes as per the set plans. |
| 3] Order | Comes after planning and is an element of organising process. | Last function of the management process. |
| 4] Resource | It is related to human resources. | It is related to all the resource of an organisation. |
| 5] Level of | Co-ordination is required at all levels of the management. | Controlling is basically the task of the top and middle level management. |

Q.3]

Ans]

Directing is the process of instructing, motivating, guiding and leading people to work to the best of their capabilities so that predetermined goals and objectives can be achieved. This function is performed by every manager at every level of organisation.