

BA5102-Principles Of Management

2Mark Question with Answer

Unit-III

1. What do you understand by effective organizing?

Effective organizing focuses on finding mistakes in present organizing and avoiding such mistakes by a proper planning. Effective organizing avoids organizational inflexibility and makes the staff work effectively by avoiding conflicts by clarification.

2. Enumerate the advantages of functional organization grouping?

- Since a foreman is responsible for one function he can perform his duties in a better manner.
- This organization structure makes use of specialist to give expert advice to workers.
- It relieves line executives of routine, specialized decisions which are sometime boresome.

3. What are the limitation of matrix organizational structure?

- Since use of the matrix's means the use of multiple commands, managers often end up with conflicts.
- The organizational relationship becomes very complex and there is a great confusion among personnel.
- A matrix organizational is created by deputing the staff temporarily from different functional departments. The project manager do not have a line authority over such person. It may result in lack of commitment to project objectives. It is also very difficult to coordinate such peoples.

4. Define the term scalar chain?

The chain of superiors ranging from top management to top bottom management is called scalar chain.

5. Why is informal organization needed?

Since informal organization gives satisfaction to the workers, it motivates workers and also maintain the stability of the work.

- It fills up the gaps and deficiency of the formal organization.
- It fills up the gaps among the abilities of the manager.
- It is one of the useful channels of the communication.

6. site an example for formal and informal organization?

Formal organization:

Government offices, multinational companies, such as nokia, siemens, Hewlett- Packard, canon, Xerox etc.

Informal organization:

Service sector, workshops, and other small organization.

7. Distinguish between formal and informal organization?

Sl.no part of view	Formal organization	Informal organization
1 Origin	Its is created deliberately and consciously by the frames of the organization.	It is created spontaneously and naturally.
2 Purpose	It is created for achieving legitimate objective of the organization.	It is created by the member of the organization for social and psychological satisfaction.
3 Nature	Planned and official.	Unplanned and unofficial.
4 Size	It may quite large.	It may small in size.

8. What is span of control?

Span of control means the number of people managed effectively by a single superior in an organization. The term span of control is also known as span of management, span of authority, and span of responsibility. But span of management is a better term because control and supervision are elements of management.

9. What are limitation of line and staff authority?

- Lack of staff responsibility
- Danger of undermining line authority
- Dilution of authority
- Lack of proper use of staff
- Resistance to new ideas
- Lack of proper authority

10. What is decentralization?

If the power is fully distributed to the subordinated to the organization, it is called decentralization.

11. What are the advantages of decentralization?

- It reduces burden of the management so that it can focus more.
- Attention on strategic management.
- It encourages the decision making and assumption of authority and responsibility.
- It facilitates the growth and diversification in the organization.
- It enables the department staff member to complete work early.

12. What is means by delegation of authority?

Delegation of authority is a process which enables a person to assign works to others and delegate them with adequate authority to do it.

13. What do you understand by over delegation and under delegation?

Over delegation:

Some managers burden their subordinated due to their insecure ability to perform a task and poor time management for the task.

Under delegation:

It occurs frequently with false assumptions by manger due to lack of ability on their part of complete the job correct and due to lack of trust in subordinates.

14. What is purpose of hrm?

- Recruitment
- Selection
- Training
- Appraisal process

15. Write down the career stage?

- Exploration stage
- Establishment stage
- Mid- career stage
- Late- career stage
- Decline stage

16. Define training?

According to B.flippo, training is the act of increasing the knowledge and skills of an employee for doing particular job.

17. What is management by objectives?

MBO is a process where by superior and subordinate manager of an organization jointly identify it common goals.

18. What is halo effect?

It is the tendency of the rater to depend excessively on the rating of one. Trait or behavioural is considered in rating all other traits or behavioural considerations.

19. Write down the tests used in selection process?

- Aptitude test
- Intelligence test
- Psychomotor test
- Personality test

20. Define team structure?

Team structure organizes separate function into a group based on one overall objectives. These cross functional teams are composed of members from different department who work together at needed to solve problems and explore opportunities.

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