

VIDYA BHAWAN BALIKA VIDYA PITH

शक्ति उत्थान आश्रम लखीसराय बिहार

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Teacher name – Ajay Kumar Sharma

Question 2:

A company wants to modify its existing product in the market due to decreasing sales. You can imagine any product about which you are familiar. What decisions/steps should each level of management take to give effect to this decision?

ANSWER:

In order to modify the existing product in the market, the following decisions/steps should be taken by each level of management.

Top Level Management

1. The top level managers must carefully analyse the market and plan the modification of the product accordingly.
2. It should work towards coordinating the activities of the various departments towards the common goal of modification of the product.
3. It must organise various resources that are required for the achievement of the objective of modification of the product.

Middle Level Management

1. The middle level managers must work towards implementing the plans framed by the top level management.
2. They must organise the personnel required for the implementing the plans and strategies.
3. The personnel must be assigned duties according to the plan and it must be ensured that the work is done according to it.

Operational Level

1. The operational level management must properly provide instructions to the workers and provide guidelines to them so as to work smoothly.
 2. It must ensure quality of the work while minimising wastages.
 3. It must motivate the workers to work towards the achievement of the common objectives.
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Question 3:

A firm plans in advance and has a sound organisation structure with efficient supervisory staff and control system but on several occasion it finds that plans are not being adhered to. It leads to confusion and duplication of work. Advise remedy.

ANSWER:

The main aspect that needs to be worked upon in the organisation is coordination.

Quoting for coordination- On several occasion it finds that plans are not being adhered to. It leads to confusion and duplication of work.

Coordination means linking the functions of groups and individuals. It binds the activities of employees to ensure the smooth functioning of the organisation.

1. The various management functions must be linked with strong coordination so as to avoid any confusion in the work.
 2. Every level of management—right from the planning stage, where the objectives are set must be coordinated with each other. Next it is required between the planning stage and the staffing stage, so that the right people are hired. Next, the functions of directing and controlling must also be coordinated with each other.
 3. It must be ensured that interdepartmental conflicts are avoided. The work of each of the departments, though independent, must be synchronised.
 4. It must be ensured that proper direction as well as motivation is given to the workforce so as to avoid any chaos and duplication in the work.
 5. It must be ensured that the personal goals of the individuals are synchronised with the overall objectives of the organisation and the plans are properly adhered to.
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