Chapter QZ  
NG 6 oe 8 pm a. tame Ht a as  
Planning and Organizing at  
Supervisory Level  
Weightage of Marks = 14, Teaching Hours = 08  
Plannning at Supervisory Level  
2.1 Planning by Supervisor.  
2.2 Planning Activities, Detailing and following of Each Step.  
2.3. Prescribing Standard Forms for Various Activities.  
2.4 Budgeting for Materials and Manpower.  
Organizing at Supervisory Level ‘  
2.5 Organizing the Physical Resources.  
2.6 Matching Human Need with Job Needs.  
2.7 Allotment of tasks to individuals and Establishing Relationship among persons Working in a Grove.  
“About This:Ghapter.  
After reading this chapter, the students will able to,  
e Differentiate the nature of planning and planning activities for the given situation.  
¢ Suggest the stepwise procedure to complete the given activity in the shop floor.  
e Prepare materials and manpower budget for the given production activity.  
Describe with block diagrams the organization of the physical resources required for the given  
   
   
   
   
situation.  
Describe the human needs fo satisfy the job needs for the specified situation.  
List the tasks tasks to be done by the concerned individuals for completing the given activity.  
PLANNING AT SUPERVISORY LEVEL  
   
When an organization creates a strategic plan, it defines its long-term goals and mission. To achieve  
these goals, it must next define the necessary daily operations and participating groups that will make it  
come to fruition. This is operational planning and supervisors play a key role in the function, and success, of  
such planning.  
Manpower: :  
Operational planning requires an analysis of manpower needs. A supervisor will determine how many  
players he needs, as well as what skills each player will bring to the project. If there are not enough in-house  
employees to fulfill the tasks at hand, the supervisor will need to recruit additional staff. This may translate  
into hiring full-time personnel, or utilizing a temporary agency if the project is not long-term. He will create a  
job description, propose compensation and interview prospective workers. The supervisor will assemble a  
team, apprise team members of the goals and ensure all team members can work cohesively toward the  
common goal.  
   
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ing and Organizing at Supervisory Levej  
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vampines gg niga ning Sur a  
Scheduling: isor will set a schedule based a a  
Once the manpower needs have been addressed, the supervi ssful project. Different te behind, th  
production needs. Scheduling is an integral component of a See ical. If production falls is a ie  
dependent on the completed work of others, so timing can be ¢ stay on course. Scheduling 7 Soa  
supervisor must react quickly and make scheduling adjustments to yuction, overtime may need to be  
critical factor in tracking a project budget. If the team falls behind in hoes going into overtime vs. hiring  
approved to catch up. A supervisor must weigh the pros and cons  
additional staff to work. To fund  
Communication: . . : lanning. To function  
Communication may be the most key role of the supervisor in SE aan cern goals and the  
effectively, a team needs a comprehensive understanding of the long- fe instructions on expectations  
processes by which it will fulfill those goals. Team members need clear, es answer questions as wel]  
and duties, as well as timely feedback once production begins. The supervisor to upper management on a  
as relay adjustments that need to be made. He also needs to report progress to up  
regular basis, as well as interact with other supervisors to ensure project continuity.  
Oversight: ; n oversi  
4 good supervisor always knows where his project stands at any time. qncual - performs ey to eae 4  
role, he needs to become hands-on if a situation arises. It is the responsibility of the noe the performance  
quality standards are met and Project deadlines are realized. The supervisor must moni ks in tandem  
of each team member to ensure the employee stays focused on the end results and works  
other team members. If an employee lapses in his duties, the supervisor must address and rectify the ~  
situation quickly before it affects production.  
2.1.1 Supervisory Planning for Resource Use  
The main parameters are mentioned below:  
Full use of human resources.  
Efficient use of space.  
Employee work schedules.  
Use of other major physical resources,  
Safe working environment.  
Improvement in work procedures and methods.  
7. Use and security of materials, supplies and data. -  
Full Use of Human Resources:  
¢ Find out plans for employees recruitment, selection,  
© Use correct person at correct place.  
\* Train to those who are lacking skills.  
\* Assist employees as per their SWOT (Strength - Weakness — Opportunity ~ Thread) analysis,  
\* Support weak employees, .  
© Motivate subordinates for better output.  
° Use skills of employees effectively.  
Efficient Use of Space:  
© Use space of material movemen  
Employees Work Schedules:  
¢ — Allot proper work to every employee.  
© . Use their time effectively.  
\* Consider absenteeism and use altern  
© Plan overtime if work increases,  
© Do shift time management.  
Aw bow Nf  
training, promotion etc.  
t, storage, safe working, open space etc  
ative employee,

Management 2.3 Planning and Organizing at Supervisory Level.  
Use of Other Major Physical Resources:  
¢ Material planning is important to improve productivity.  
Machine utilization also needs proper planning by supervisor.  
Safe Working Environment:  
\* Plan for safe working practices.  
Plan for training of employees for their safety.  
Plan to make precautions at the shop floor.  
Improvement in Work Procedures and Methods:  
° Method study should be planned.  
¢ Also plan work study techniques.  
Plan work methods in such a systematic way that there will be saving of time.  
Use and Security of Materials, Supplies and Data:  
\* Careful planning of security of materials.  
e Supervisor is responsible for data security.  
¢ Supervisor should plan every item of material regarding its use and security.  
2.1.2 Advantages of Planning by Supervisor  
It gives direction to workers.  
Planning can reduce the impact of change.  
It reduces waste.  
Planning establishes objectives of standards that facilitate control.  
Due to planning there is better utilization of resources.  
Qu PWN Pe  
Planning by supervisor gives economy in operations. Because he avoids unnecessary activities on  
shop floor.  
Planning minimizes future uncertainties.  
N  
8. Planning promotes growth and improvement.  
9. Planning by supervisor prevents hasty judgements.  
10. Planning by supervisor encourages innovative thoughts.  
11. Planning creates forward looking attitude in team members.  
12. Once supervisor plans the operations, the efficient methods can be developed.  
13. Problematic situations can be handled properly if rest of the things are planned properly.  
2.1.3 Limitations of Planning by Supervisor  
When there is change in technology, the complete planning fails.  
Due to planned route of work, there can be problem when emergency situation arises.  
Supervisor may loose more time to do precise planning.  
A systematic plan using scientific methods is costly.  
wu BwWNnN bP  
Supervisor may remain ‘in the false sense of security. Because things in future cannot be predicted  
perfectly.  
6. Due to tight planning, the operations are decided in prior and hence there is no flexibility in the  
work,  
7. At many places, planning is not suitable.

It is an interdependent process.  
Growth and prosperity of the department depend  
Planning is nothing but looking into the future.  
Planning is a continuous process.  
Planning by supervisor is done for a specific period.  
Planning involves predetermined line of action.  
Planning integrates various activities of the departmen  
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Supervisors make short-term planning.  
Example: Scheduling daily activities, securing  
raw material, completing production targets  
3.  
Subordinates report him about their work.  
Supervisors are internally focused in planning.  
Supervisors manage groups of employees.  
Supervisors’ duties are focused on internal  
operations.  
Supervisors plans budget related to  
manpower, overhead, raw material and other  
small expenses.  
   
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Information Needed for Planning Activities:  
1. Number of jobs to be done.  
2. Quality of work expected.  
3. Available resources like workers, staff, machines, equi  
4. The systematic procedure/sequence of operations:  
5. Time expectation.  
6. Dependency of operation for smooth flow of work.  
Detailing or Steps in Planning Activities:  
When we go for detail planning, following steps are invol  
Study of requirements.  
Understand the targets.  
Study of drawings and designs.  
Deciding action plan.  
Selection of machines.  
Decision about equipments, tools etc.  
Nn RwWrHEP  
s upon quality of  
7  
Difference between Supervisory Planning and |  
Supervisory Plannin Managerial Planning  
: Managers make long-term planning.  
Example: P  
purchasing etc.  
etc.  
Supervisors looks into work of his | Managers may or al re eee  
subordinates. Hé takes care of work flow. | reporting directly to. him 4  
department.  
   
   
   
   
   
   
   
   
   
   
   
t.  
olicy decisions, employee hiring,  
Managers are externally focused in planning.  
Managers deals with projects.  
Managers’ focuses on strategic plans.  
|  
Manager plans large budgets for capital  
projects.  
   
   
pments, tools etc,  
ved:

Management  
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Planning and Organizing at Supervisory Level  
Selection of raw materials and supporting materials.  
Finding out suitable Persons to work.  
Allocate time for each operation.  
Make arrangements for assisting other dependent operations.  
Make alternative plans.  
Assigning work to people.  
Deciding reporting authority for each activity.  
Rescheduling if required.  
Confirming authorities and responsibilities.  
Planning documentation and preparing formats for that.  
Readiness for any uncertain happening.  
Plan of communication method.  
Arrangement for measuring work performance and quality of work.  
The Steps to be Followed After Planning:  
1.  
10.  
11.  
   
   
Supervisor or shop floor manager is the key person for planning on the production floor. Supervisor has  
to plan for the year. Also he has to plan for the shift. Before shirt, during the shift and at the end of the shift  
Supervisor must study the work order. He may take help of experts if he is not clear or may ask  
seniors regarding the requirements.  
Targets are in terms of quantity, date of completions, quality to be achieved, cost to be saved etc.  
Supervisor has to be keen on following all these targets. Continuous follow-up will help to follow this  
task.  
Action plan must happen as per the plan. Alert supervisor get success in following his plans perfectly.  
Record of inventory of machines, tools, equipments and actual state of condition of these is the basic  
information in allocating machines.  
For effective use of such machinery, supervisor should be dynamic on shop floor. Otherwise all  
superb plans can be fail.  
Supervisor will be successful while allotting work to people, if he has updated knowledge regarding  
abilities and skills of people under him.  
Schedule must not neglect time element.of each operation. Proper feedback and reporting helps to  
work things in time.  
Reporting authority should be responsive and co-operating so that subordinates will be attended  
properly.  
On time issues must be handled smartly.  
Healthy atmosphere of communication and relations is the foundation of making plans successful.  
Plans are perfect when executed properly. Hence supervisor should follow each step of total plan  
considering quantity produced, quality achieved and time of completion.  
SS  
important concerns of the supervisor to run the production smoothly.  
are the  
Supervisor while planning deals with resources on one side and customers expectations on the other  
side,  
Supervisor is doing 5 M planning: (Man, Machine, Mateiral, Method and Measurement).  
For various activities planning, the machinewise planning, manpower planning, material flow, methods  
management are important aspects.  
For doing the things systematically, documentation in the prescribed forms is the need of time.

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ing a d organizing Levy  
Plann! .  
Management 6  
ig 2. and ways!  
Prescribed standard forms always help the production team in follo  
1. Standardization of system.  
2. No human error of recording.  
3. Factual information on paper.  
4. Data for decision-making.  
5. Systematic plan.  
6. Effective utilization of resources.  
7. Authentication of the process.  
8. Easy to trace the interdependency in the activities.  
9. Clarity of work.  
10. Exact specification of authority and responsibility.  
11. Delay and mistakes can be traced on paper easily.  
12. Correct inputs to management.  
13. Perfect guidelines to operators. .  
14, Easy to refer previous activities through such documentation.  
Few Examples of Standard Forms for Various Activities:  
1. Raw material acceptance: ;  
   
   
   
Raw Material  
Acceptance  
   
   
   
   
Date  
Time  
Name of Material  
Quantity  
Specifications  
Batch No.  
Batch Size  
Inspected by  
Received by  
Signatures :  
Here while receiving the raw material, a systematic prescribed standard form helps to get correct idea of  
the activity. Here there will be exact information about material which is accepted. Also responsibilities  
   
   
   
   
HI  
   
   
   
are defined property.  
2. Job Description:  
   
   
   
Raw Material  
Acceptance  
   
   
Job Name  
Operation Name  
Processes  
Cycle Time  
Name of Operator  
Inspections required  
Date of Job  
Time Allotted

Management ;  
2.7 Planning and Organizing at Supervisory Level  
   
3. Machine Planning:  
Name of Department :  
Machine No.  
Machine Name  
Process Type  
Operator Name  
Schedule of Timing  
Remark by Supervisor:  
Signature  
   
In planning activities on machine, all factual details like date, time, cycle time, process, job name-number,  
operator etc. helps to get clarity about how the machine is busy in next few days.  
4. Issue of Tools: :  
   
Tool Orderslip  
   
   
Tool Order No. :  
Department  
Bin No.  
Clock No.  
Date  
Quantity  
Authorised Signature  
5. Material Flow: .  
. Name of Material:  
Code No. :  
[Sequence [Machine | Operation | Time | Remark \_|  
   
   
   
   
   
   
   
   
Kind of Tool  
   
   
   
   
   
   
   
   
   
1. Lathe Turning  
Milling Facing  
Drililng Hole  
   
Grinding Surface finish  
Here planning as well as execution becomes easy to see the prescribed form.  
Few other Formats are:  
Daily machine Assigned Orders (Hours)  
el ere  
70 35 64 60 32 40  
80 64 12 20 25 60  
90 80 61 55 37 88  
   
   
   
   
   
Lathe  
Milling  
Drilling

visory Level  
Plannin: and Or! anizin at Super  
ing gi izing  
in  
ent .  
wet j fficien  
This is called as machine load chart. elps to assist I ee. Finally,  
This will help to check the feasibility of production progra tot ting load © actl '  
planning of new activities. This form will assist in balancing the plant  
it also helps to fix the reliable delivery promises.  
mmes. Also it h  
he exis  
   
   
   
   
   
- Budget: g and control of a  
A budget is an instrument of management used as aid in the  
usiness activity. . “me.  
° e Itisa financial statement, prepared and approved prior to a defined period of tim  
e It is a written plan of action.  
e Budget is used for cost control purposes.  
Budgeting:  
Budgeting is an art of budget making.  
Budgeting means forecasting and preplanning for the budget period.  
Such budgeting is based upon past experience and present condition.  
Budgetary Control:  
e Budgetary control makes use of budgets for planning and controlling all aspec  
selling products or services.  
© Budgetary control attempts to show the plans in financial terms.  
Budgeting for Materials: :  
1. As per the requirement of final production supervisor can find ou  
needed.  
in  
planning, programm!  
ts of producing and or  
t the quantities of raw materials  
This requirement is calculated for a specific period.  
References are taken from manufacturing budget.  
Requirements can be calculated from past records.  
vB wN  
Sometimes test runs also help to find out raw material requirements.  
6. Scientific method of technical estimation is also excellent to calculate total requirement.  
Example of Materials Budget:  
   
   
   
   
tosseeee Company  
Materials Budget  
Period: From  
To  
   
   
   
   
   
   
   
| Total Units 1\* Quarter | 2" Quarter  
Material X  
e Product Z;  
e Product Z;  
Total  
Material Y  
e Product Z;  
e Product Z2  
Total  
   
100  
200  
300

Management a ——\_\_\_ Planning and Organizing at Supervisory Level  
Budgeting for Manpower:  
e From the production goals in a specific period, calculation for the labour/manpower can be done.  
This is an estimate of direct labour required.  
References can be taken from production budget.  
Manpower requirements are calculated as follows:  
1. Divide the Production activity into operations.  
2. Calculate the standard time for each operation using work study techniques.  
3. Find the total number of working hours required for production.  
; 4. From number of hours, supervisor can calculate manpower requirements.  
Direct Manpower Budget is prepared as follows:  
1. Find out total manpower required.  
2. Classify this manpower into graces.  
3. Decide standard wage rates for the manpower.  
4. Find budget i.e. total manpower (labour) cost.  
   
   
   
   
   
Example:  
eseeeeee Company  
Direct Labour Cost  
Period: From  
To  
Department:  
Production Output = 1000 Units Total standard hours = 2000  
Workers Number Hours Standard Direct  
; | Rate Labour Cost  
Skilled  
Semiskilled  
Unskillled  
Male  
Female  
   
   
   
ORGANIZING AT SUPERVISORY LEVEL  
Supervisor has a responsibility of completing the output targets. Naturally, the physical resources are  
inputs in the production.  
Following are the Physical Resources:  
1. Man, 2. Machine, 3. Material, 4. Money  
Man as a Resource:  
Supervisor takes the help of manpower for executing his output targets. Operators, machinists, labours,  
helpers and all junior subordinates work under supervisor. Organizing their efforts is the skill of supervisor.  
How to Organize Manpower?  
¢ Study of task.  
\* Getting idea about the kind of manpower available.  
e Matching human needs with job needs.  
¢ Allotment of work.  
¢ Utilising manpower in such a way to avoid overutilization or underutilization. (Topic discussed in  
detail in Section 2.6).

anizing at Supervisory Leve}  
id Org  
Management 2.10 Planning en  
atic utilization of machine  
Machine as a Resource:  
It includes all types of machines, equipments, apparatuses, devices etc. pyeten  
is not an easy task.  
Guidelines to Organize Machines:  
1. Find out total available machinery.  
Check condition of machines available, .  
Care must be taken to understand any breakdown or under repair status ©  
: f machines.  
4. Find out requirement of machines for the given task.  
5  
6.  
   
Get the idea of cycle time and productivity parameters of machines. orking performance of  
Do discuss with the workers, experts, setters and maintenance crews about w  
machines.  
7. Do the planning of equipment's arrangement according to the material flow  
8. Additional machinery requirement or attachments must be organized.  
9. As per machine capacity, plan the production activity.  
Material as a Resource: :  
All raw materials, supportive production materials, accessory material form useful component of  
production inputs. Hence, organizing such materials is an important task of a supervisor.  
Guidelines in Organizing Material:  
Find out the requirement-of material to be used.  
Get finalize the specifications of all types of materials useful in production.  
Get the permission for the procurement.  
Documentation for such procurement or purchase is a crucial work.  
Plan inventory of the material.  
Organize checking methodology of quality and quantity of material.  
Define flow of material in production activity.  
Arrange material handling devices for the material movements.  
Special care and custody facility must be provided to the costly, fragile, important items.  
SPN AnH RW HE  
Money as a Resource:  
Many times there is no direct connection with supervisor of handling money in routine production  
activities. But if it is the part of his duty, then all care must be taken regarding approvals, budgets,  
permissions and audit of the money that is concerned.  
a N NEED WITH JO  
As a supervisor or manager it is necessary to think the aspect of matching needs. Matching human needs  
with job needs plays important role in the output and smooth production work.  
   
What are human needs?  
Liking areas in work.  
Scope of performance.  
Work justice as per capability.  
Involvement in concerned work.  
Authority in doing work.  
Authority to take decisions.  
Freehand in creative work.  
Physical and mental work below stress level.  
P NOU BRWDH pp

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Management  
— a 2.11 Planning and Organizing at Supervisory Level  
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18.  
Rest allowances.  
Humane treatment.  
Respect in front of subordinate.  
Facilities regarding work.  
Good salary.  
Benefits, bonus and rewards.  
Appreciation for good work.  
Promotion with proper intervals.  
Status and value in the organization.  
Support from organization in difficult situations.  
These are some of the needs of human/staff:  
Let's see job needs.  
Job needs are:  
PPNANAWNE  
RRP RP eR  
BONES  
15.  
1.  
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3.  
4.  
   
   
Meaning of Allotment of F Tasks:  
Work must be completed in time.  
Quality of work.  
Quantity of work.  
Utility of all resources in optimum way.  
Safety at job.  
No wastages.  
Control on errors, mistakes and failures.  
Less supervision.  
Foolproof nature of work.  
. Skilled manpower.  
. Teamwork.  
. Smooth production.  
. No stoppages of work.  
. Distribution of work.  
Sufficient resources as input.  
So, when both the ends are matched, there is more possibility of success.  
Effect of Successful Matching of Job Needs and Human Needs:  
Customer satisfaction.  
Improved productivity.  
Effective utilization of resources.  
Achievement of g  
It means:  
1.  
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Distribution of work to individuals.  
Giving responsibility of the task (work).  
Offering authority concerned with work.  
Resources handover to them.

Management 212 Planning and Organizing at Supervisory Leve}  
6. Communicating parameters like work Specification, time deadline, quality standards etc.  
7. Offering training, guidance regarding the task,  
Technique of Task Allotment:  
Supervisor must know following facts:  
1. Qualities of workers,  
2. Expected work in the task.  
3. Skills and Capabilities of workers,  
4. Team work Status,  
5. Relations between team members,  
6. Who is weak in what?  
7. Who is strong in what?  
8. Who can lead?  
9. Seriousness of work, etc,  
How to Allot the Task?  
1. Study the task.  
2. Study the detailed work content.  
3. Find out manpower required.  
Decide leader or head.  
Subdivide task to individuals as Per their skills and capabilities,  
Official orders to workers,  
- Corrections based on their querries,  
. Finalization of the allotment.  
9. Necessary authorities and resources to the individuals.  
Establishing Relationship Among Persons Working in a Group:  
1. Formation of a group.  
2. Familarity among group members.  
Informal relations should be developed.  
Communication improvement.  
Solving or avoiding conflicts among group members.  
Training of interpersonal relationship.  
4  
5  
6.  
7  
8  
Appreciating each other.  
Establishing common goals.  
Grooming them for effective work.  
   
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y of company.  
If supervisor is organized in the workplace, he can save time and mone  
Organizational skills are essential for multitasking.  
Organizing skill of supervisor keep the production flow smooth and successful.  
Because of this skill, supervisor can structure schedules of all workers, :  
Productivity is boosted due to good organizing skills.  
Organized supervisors are calm and prepared with systematic planning anid scheduling,  
Completing the complicated and difficult projects is possible due to organizing skill of supervisor,  
Maintaining strong organizational skills can reduce the chance of developing Poor work habits like  
inefficiency, miscommunication, rework etc.

Management 2.13 Planning and Organizing at Supervisory Level  
   
   
Be clear about what you need to abl  
Decide when you are going to do it.  
Give yourself time and space,  
Decide what is important and what is urgent.  
Breakdown and delegate tasks.  
Do not get frustrated by extra tasks.  
Stay on top of the things.  
NOUR WN EE  
   
Employees feel good due to familiar group members.  
Comfort level of subordinates increases.  
People can enjoy work in team.  
Co-ordination becomes easier.  
Team member co-operate each other.  
Stress level of work reduces.  
Mutual guidance is available in team if relations are good.  
Difficult challenges can be accepted and success is easy.  
PN OMB WNP  
   
Supervisor is the key person on shop floor. Supervisor do planning and organizing activity to achieve the  
goals prescribed by higher management. Supervisor do manpower planning, scheduling, communication  
and oversight. Supervisor need some relevant information for doing planning. Supervisor do detail planning.  
His study, experience and dynamism is important in planning. For various activities supervisor do prescribed  
standards forms. Budgeting for material and manpower is also role of supervisor.  
While organizing, supervisor do think material and money. In assigning work, supervisor must do  
matching of human needs with job needs.  
Allotting the tasks to individuals is also skill of supervisor. The good relationship in the group under the  
leadership of supervisor helps to achieve more productivity.  
Planning skills and organizing skills of supelvisot decide success on the shop floor.  
   
   
1. Following are the physical resources.  
(a) Man (b) Machine  
(c) Material (d) All  
2. This is concept in manpower planning.  
(a) Matching needs of customer with business \_(b) Matching quality with quantity  
(c) .Matching human needs with job needs (d) All are wrong  
3. Supervisoris  
(a) Engineer (b) Manager  
(c) Team leader (d) All the above  
4. Who plan capacity of machine?  
(a) Operator (b) Supervisor  
(c) CEO (d) Quality Inspector  
5. Cycle time is concerned with  
(a) Automobile (b) Operator's work  
(c) Machine and Process (d) Time office

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: and org 3  
A planning ‘4  
Management 2.14 2 4  
; ing?  
6. What are the advantages of prescribing standard forms in tenet  
(a) Systematic planning (b) Star above  
(c) Factual information (d) All -, form?  
7. Which information is not necessary in Raw material acceptanc' , vnaterial  
(@) Quantity vn red bY  
(©). Cycle time (d) Inspect  
8. Which information is not necessary in job description? sons  
(a) Job name (b) Operation  
(c) Cycle time (d) All.  
9. Machine load chart is not doing this.  
(a) Check the feasibility of production programmes  
(b) Assist the efficient planning  
(c) Training of operators  
(d) Fixing of reliable delivery promises  
10. is an instrument of management used in planning,  
financial activity.  
   
rogramming and control of business  
P  
(a) Inspection (b) Budget  
(c) Quality : (d) Audit ; .  
11. is a financial statement prepared and approved prior to a defined period of time  
(a) Audit : / (b) Control charts  
(c) Budget : (d) Order of payment  
12. means forecasting and preplanning with reference to finance.  
(a) Budget (b) Audit  
(c) Control (d) Inspection  
13. Following is not the information needed for planning at supervisory level.  
(a) Number of jobs to be done (b) Time expectation  
(c) Profile margin - (d) Sequence of operations  
14. Following is not done planning by supervisor.  
(a) Selection of machines (b) Assigning workers  
(c) Allocate time for operations (d) Marketing of products  
15. What are the important informations to supervisor while planning?  
(a) Quantity of jobs . (b) Delivery time  
(c) Quality standards (d) All  
16. While selecting machines, what kind of information is not nec  
€ssary to supervisor?  
(a) Total machines (b) Cycle time  
(c) Operations required (d) Maintenance standards  
17. While allotting work to workers what information is not important?  
(a) Qualification (b) Skills  
(c) Abilities  
18. In planning  
1. Rescheduling must not be avoided  
2. If needed, do rescheduling  
(a) Only 1 correct  
(c) Both correct  
(d) Specialities  
(b) Only 2 correct  
(d) Both wrong

Management  
2.15 Planning and Organizing at Supervisory Level  
19. While planning which parameters does supervisor observe. '  
(a) Manpower (b) Schedule  
(c). Oversight (d) All  
20. (i) Supervisor makes short-term planning.  
til) Managers make long-term planning.  
(iii) Supervisor do scheduling of daily activities.  
   
   
   
   
   
(a) Only 1 is correct (b) Only 2 is correct  
(c) Only 1 and 2 correct : (d) All correct  
21. Securing raw material from stores is the responsibility of  
(a) Supervisor (b) Line manager  
(©) Purchase manager (d) Materials manager  
22. Supervisor is focussed in planning.  
(a) Completely (b) Internally  
(c) Externally (d) None of the above  
23. Supervisor plans budget on expenses and manager plans budget on expenses.  
(a) Small, Large (b) Large, Small  
(c) External, Internal (d) None of the above  
24. What is the upward correct chronology?  
1. Worker, 2. Foreman, 3. Supervisor, 4. Manager, 5. Shift incharge, 6. Helper  
(a) 1-6-3-5-2-4 (b) 6-1-3-2-5-4  
(c) 6-1-2-3-5-4 : ~ (d) 1-6-3-2-4-5  
25. Safe working condition is the responsibility of  
1. Worker, 2. Supplier, 3. Supervisor, 4. Manager, 5. Factory Head, Customer  
(a) 2,3,4,6 (b) 1,3,5,6  
(c) 1,2,3,4 (d) 1,3,4,5  
26. (i) Planning of material is responsibility of supervisor.  
(ii) Planning of manpower is the responsibility of HR manager and not of supervisor.  
   
   
   
(a) Only 1 is correct (b) Only 2 is correct  
(c) Both are correct (d) Both are wrong  
27. Following qualities are not required in organizing skills of supervisor.  
(a) Planning (b) Decision making  
(c) Financial knowledge (d) Time management  
28. When there is change in technology  
(a) Plan fails (b) Plan has to be modified  
(c) Plan must be rescheduled (d)- All of the above  
29. When emergency situation comes \_\_\_  
(a) Continue previous Planning (b) Change the situation  
(c) Change the plan (d) None of the above  
30. Planning by supervisor is .  
1. Interdependent process 2. Acontinuous process  
3. Integration of various activities 4. Looking into past  
(a) 1 and 2 correct (b) 2 and 3 correct  
S  
(c) 1,2 and 3 correct (d) 2,3 and 4 correct

al  
ing and organizing  
Plann ‘  
scape ee gy :  
31. Supervisor can delegate his task to  
1. Foreman  
3. Colleague  
(a) 1 and 2 only  
(c) 2 and 4 only .  
32. Good relations in a group helps to  
(a) Increase comfort level  
(c) Friendships  
33. Supervisor organizes  
1. Man, 2. Machine, 3. Material, 4. Money, 5. Work orders.  
(a) Only 1, 2,5  
(c) Only 1, 2,3  
34, Supervisor fails to plan if  
(a) He is not dynamic  
() He is not popular  
   
   
21.(a) 22.(b) 23. (a) 24.(c)  
31.(d) 32.(d) 33.(¢) 34. (a)  
(d) All  
(b) He is not educated  
() He is not senior  
Pe @ [7@ | 2 |  
| ae | 12@ [13 [14 | 15@ | 16@ | 17.0 |  
26.(a) | 27.0 28.(d)  
   
   
t Supervisory Leve) 2  
2  
   
   
   
   
   
   
   
   
   
   
. Worker  
i senior manager  
(o) rand 3. only  
(d) 1, 2and?  
(b) Closeness  
ct  
(d) Only (a) is more corre  
(b) Only 1, 3,5