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organization can be defined as an social structure entity in which two or more people work interdependently through structured patterns for purpose of accomplishing a set of goals.

Each organization has its own external and internal environments that define the nature of the relationship according to its specific needs.

The organization is important factor in the society. The various importance are:

### 1) Efficient Administration

It brings together various departments by grouping similar and related jobs under single specialization. It leads to co-ordination which serves unification of effort and harmony in society.

It also governs working of various departments by defining activities and their authority relationships in organizational structure.

ii) Resource optimization  
organization ensures there is effective role-job-fit for every individual in society. It helps in avoiding confusion and delays as well as duplication and overlapping efforts.

### iii) Benefits Specialization

organization does the work of organizing groups and sub-divide into various activities and jobs based on concept of division of labour. This completes maximum work in minimum time.

### iv) Promotes Effective Communication.

It creates co-ordination and communication among various members of the society. Different ions and positions are interrelated by structural relationship. It specifies the channel and mode of communication.

### v) Creates Transparency

work done by members are clearly defined on written document. Organization also fix the authority-responsibility among employees.

v) Expansion and Growth: When resources are utilized and there exist proper work division then it multiplies strength of society and undertake more activities. The activities can be extended in planned manner.

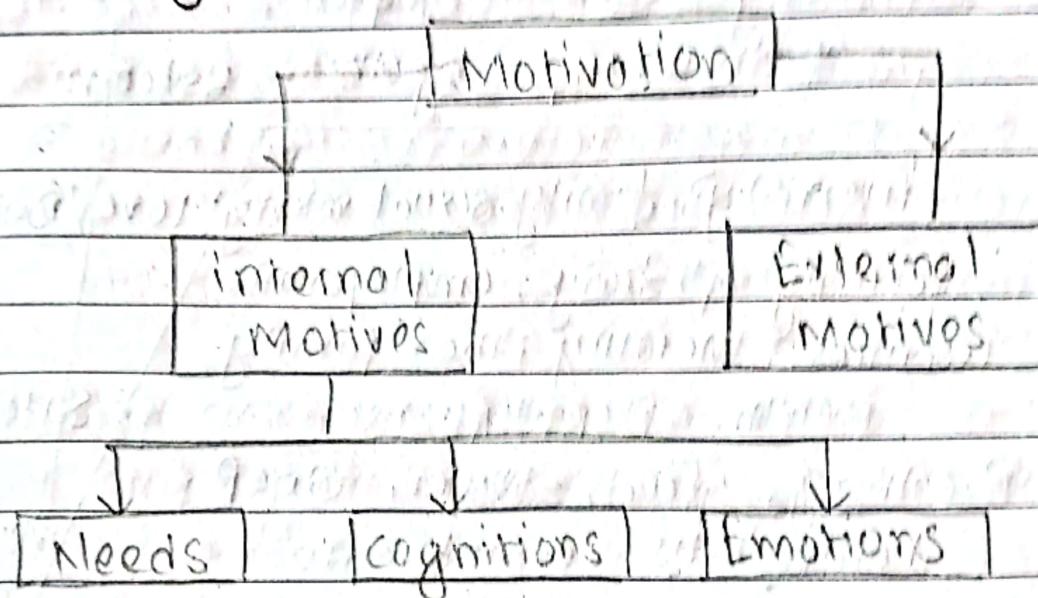
(vi) Maintains discipline: When a society do have organization, there are various rules and regulations that a person should follow. There is higher authority to control activities. Thus an individual doesn't go out of track and maintains discipline.

These are the various importance of organization. Organization must be mere for overall development of society.

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Motivation is the process of energizing, directing, sustaining efforts or influencing a person to take action by creating a work atmosphere wherein the goals of the organization and needs of person are satisfied.

Motivation can be represented in following hierarchy:



Both internal and external motivation play vital role for the betterment of organization. To increase a person's efficiency and work quality, one must turn to understanding and responding to individuals.

- \* External Motivations are: work environment
- \* internal Motivation: thoughts & emotions

In 1960's social psychologist Douglas McGregor developed two contrasting theories that explains how managers beliefs about what motivates their people can affect their management style. Those were labelled as Theory X and Theory Y.

So, more about these theories

If you believe team members dislike their work and have little motivation, we need to use an authoritarian style of management. This is Theory X.

On other hand, if team members take pride in their work and seek challenges, then you'll more likely adopt participation management style. This is labelled as Theory Y.

Explaining them in detail

Theory X.

Theory X managers tend to take pessimistic view of their people and assume they are naturally unmotivated and dislike work. As a result they think their team members need to be prompted, rewarded or punished

constantly.

style of management assume that workers

- i) dislike their work.
- ii) Avoid responsibility and need constant direction.
- iii) Have to be controlled, forced & threatened.
- iv) Need to be supervised at every step.
- v) Have NO incentive to work or ambition.

According to McGregor, these type of organization tend to have several managers and supervisors. Authority is rarely delegated and control remains firmly centralized.

It is fallen out of fashion in recent times. big organizations may find that adopting it is unavoidable due to sheer number of people.

### Theory Y

Theory Y managers have optimistic, positive opinion about people. they used decentralized, participative management.

ent style this encourages more collaborative trust based relationship between managers and team members. People have greater responsibility and managers encourage them to develop their skills and suggest improvements.

- This style of management assumes that workers
- i) happy to work on their own initiative
  - ii) more involved in decision making
  - iii) self motivated to complete tasks
  - iv) enjoy taking ownership
  - v) view work as fulfilling and challenging

Nowadays, Theory Y has become more popular among organizations. This reflects workers' increasing desire for more meaningful careers.

It is also viewed by McGregor as superior to Theory X, which he says reduce workers to "cogs in a machine" and likely demotivate people in long term.

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Entrepreneurship can be defined as the capabilities and willingness to develop, organize and manage a business venture along with any of its risks in order to make profit.

Simply we can say it is the act of starting and running our own business, or a tendency to be creative and work for yourself on your own ventures.

Entrepreneur is the one who has the ability to start something while taking risk. The various characteristics of Entrepreneur are:

### i) Initiative.

An entrepreneur takes action that goes behind description and requirements. He plans and go for something new.

### ii) Opportunity seeking.

Entrepreneur must be quick to learn about opportunity and grab it, he does things before others demand.

### iii) Disciplined / confident

He should abide by all the rules, they should take steps every day toward the achievement.

vement of their objectives.

They must also be confident with the knowledge that they will make their business succeed, they display that confidence.

#### IV) Risk taking

Entrepreneur should have courage to take risk, he should fight with uncertainties. They should calculate their risk before taking actions.

#### V. creative:

Entrepreneurs must be creative, come with new ideas and different solutions to the problems.

#### VI) competitive:

Many companies are formed because entrepreneurs know they can do better than other.

They must be competitive and have desire to win on whatever they do.

### viii) Strong People Skills.

One should know how to motivate their employees so the business flow overall may be very good or highlighting the benefits of any situation and coaching others to their success.

### ix) Strong Work Ethics.

Successful entrepreneur often is 1st person to arrive and last person to leave. They constantly focus on work, whether they are in or out of workplace.

### x) Patience.

It is the important characteristics of entrepreneur. Nothing succeeds overnight thus an entrepreneur must have patience on the thing they have started. Thus, they will eventually succeed.

These are the major characteristics of the entrepreneur.

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S. NO. 8 ⇒

Democratic leadership style is the type of leadership style in which members of the group take more participative role in decision making process. According to researches done this method is highly effective and leads to highly productivity, better contributions and increased group morale.

The various characteristics of good leader are:

i) Vision

Great leaders have vision, they can see into future, they have a clear exciting idea of where they are going and what they are trying to do.

The quality of vision changes a transactional manager to transformational leader.

a) Courage.

Moving quality of courage means you are willing to take risks in

achievement of your goals with no assurance of success. As you take risk and work hard to make it happen.

### 5) Integrity

With integrity you have nothing to fear, nothing to hide. With integrity leader will do the right thing so that there is no guilt. The core of integrity is truthfulness.

### 4] Humility.

Humility guarantees results. It doesn't mean you have to weak, it means you have self-confidence and self-awareness to recognize the value of others without feeling threatened.

### 5] Strategic Planning.

Great leaders are outstanding at strategic planning. They have ability to look ahead to anticipate with some accuracy where the industry and market are going.

### 6] Focus.

Leaders always have focus on need of company and situation. Leaders focus on results. Also on strength of themselves.

and others. You must make sure everyone is focused.

### 7) Co-operation.

The ability of leader to get every one working and pulling together is essential to your see his success. Leader should gain co-operations from others.

### 8) Accountability.

A leader should be able to make his co-workers accountable for work they do. He should make sure the co-worker has completely done the work assigned to him. He should also let them to put their ideas and make sure they are doing great.

Those are the characteristics of good leader.

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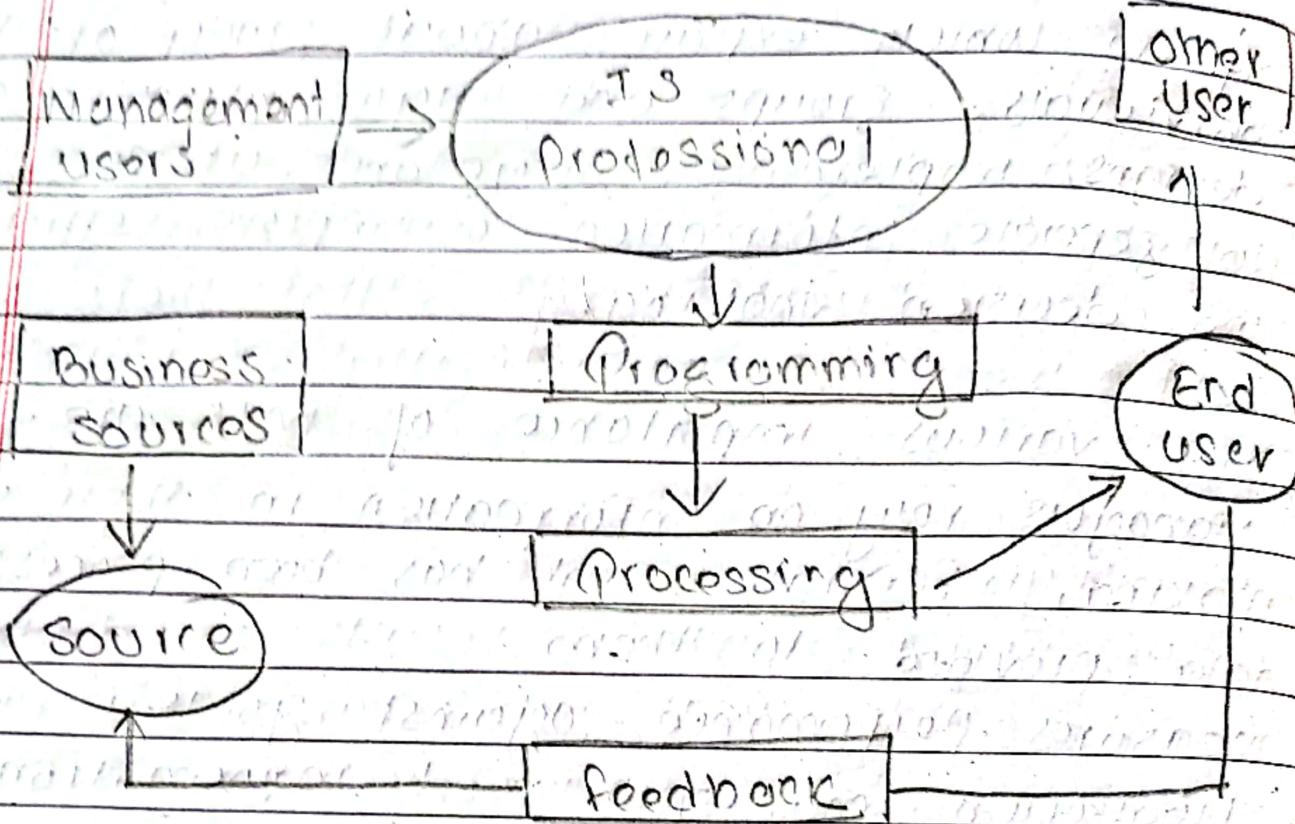
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Management Information System is the system which explains about study of how individuals, groups and organizations evaluate, designs, implement, manage and utilize systems to generate information to improve efficiency and decision making.

The various importance of MIS are:

- i) Managers rely on information in their decision making, information that has been processed from data provided to them
- ii) Measures performance against goals
- iii) Production managers need information related with production costs, labor costs or if there is a need to expand the plant due to higher demand
- iv) Marketing managers need information on sales trend, market analysis, new product development
- v) Personnel managers need information on workforce turnover, skills and knowledge level, wages, incentives.

## Classification of Information Systems.



These information system can be divided into operation support system and management support system.

### Operation Support System

Data input is done by end user

It is processed to generate information products which are utilized by internal or external users.

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### Transaction Processing System

Many transactions occurring are processed.

### Process control system

Certain decisions are made on computer system without manual intervention. Critical info is fed to system to process.

### Management Support System

Managers require precise information in specific form to take decision.

### Enterprise Collaboration System

More stress on team effort or collaboration across functional teams. A system which enables collaborative effort by improving communication & sharing data.

Thus, it is about classification of information system.