

KENDRIYA VIDYALAYA NO . 2 BHOPAL

LESSON PLAN

CLASS – XII

PERIODS REQUIRED – 15

TOPIC – ORGANISING

Gist of the lesson	Targeted skills	Targeted learning outcomes	Activities planned	Assessment strategies planned
Concept and importance	Understanding skills	• Understand the concept of organizing as a structure and as a process. • Explain the importance of organising.	• Lecture method 1, 2 • Case studies • Introducing real life examples • Question answer session	Oral Test Slip Test Group Discussion Quiz Class Test Home assignment Worksheet
Organising process	Reasoning Analytical skills Critical thinking skills	• Describe the steps in the process of organizing	• Lecture method 1 • Case studies • Introducing real life examples	Group discussion Home assignment Worksheet
Structure of organisation- functional and divisional concept. Formal and informal organisation- concept	Understanding Skills Analytical Skills	• Describe functional and divisional structures of organisation. • Explain the advantages, disadvantages and suitability of functional and divisional structure. • Understand the concept of formal and informal organisation.	• Case studies • Lecture method 3	Oral Test Home assignment Worksheet
Delegation: concept, elements and importance	Understanding Skills	• Discuss the advantages, disadvantages of formal and informal organisation	• Introducing real life examples	Quiz Case Studies Home assignment Worksheet
Decentralization: concept and importance	Understanding Skills	• Understand the concept of decentralisation. • Explain the importance of decentralisation. • Differentiate between delegation and decentralisation.	• Introducing real life examples	Slip Test Case Studies Home assignment Worksheet

ACTIVITIES PLANNED

LECTURE METHOD-1	LECTURE METHOD-2	LECTURE METHOD-3
Organizing is the process of defining and grouping, activities and establishing authority relationships among them. Process: the process of organizing consists of the following steps: (a).Identification and division of work (b).Departmentalization (c).Assignment of Duties (d).Establishing reporting relationships	Importance: Organising is considered important because • It leads to division of work, • Clarity in reporting relationships, • Optimum utilization of resources, • Growth, • Better administration and • Greater creativity	Functional structure groups activities on the basis of functions. • The advantages of such a structure are specialization, better control, managerial efficiency and ease in training employees. • The disadvantages are functional empires, conflict of interest, inflexibility and restriction in managerial development. Divisional structure groups activities on the basis of Product. • The advantages are integration, product specialization greater accountability, flexibility, better coordination and more initiative. • The disadvantages are departmental conflicts, costly process, ignoring of organizational interests, and increase in requirements of general managers.

Instructional aids	• Chalk board, • Duster • Pointer • LED projector • Internet connection • Apple iPad (if available)
Class transaction	Total: 15 periods (approx. 40 min each)
Transaction Methodology (The teacher can use the mentioned techniques, wherever applicable, and can use any other too.)	Transaction would proceed in the following manner :- Strategy Used: Inductive and deductive reasoning, Brainstorming, graphic organizer, think pair and share: In this activity, students think about a particular question individually, then they form pairs to discuss their answers. Following this, the results are shared in a large classroom discussion. Alternatively, two pairs of students can pair up to compare and discuss answers. This process forces students to think individually, and then allows them to analyse and clarify their response collaboratively. Brain Storming: In this activity, students are asked to generate ideas on a certain topic, category or question while facilitator facilitate and record the answers on the board. Inquiry Based Learning: Inquiry-based learning uses different approaches to learning, including small-group discussion and guided learning. Instead of memorizing facts and material, students learn by doing. This allows them to build knowledge through exploration, experience, and discussion. Inductive and Deductive Learning: In Inductive type students proceed from particular to general statement (example to formula) and in Deductive type students proceed from general to particular. Students are given formula and they solve problems using them. Muddiest Point: Check comprehension and identify confusion, what was most confusing about the material? Brain Storming-The class would start with a discussion on what the students have already learnt in the previous classes and hence what is it that they would learn now. They would also be told the significance of the topic that they would be studying. Introduction of the topic - PPT and Digital Content would be shared Guided practice followed by Independent Practice- NCERT questions to be discussed in the classroom. Techniques to be used: 1. Quiz 2. Daily Practice Problem 3. MCQ 4. Peer Assessment 5. Case Studies 6. Any Other
Resources	Text Book: • NCERT text book E-resources • PPT • Videos • YouTube

Self-study, home work, assignments	Independent practice: students would do some questions from ncert in their hw notebooks and later try to solve the questions asked in the previous year question papers and also the question given in the sample papers This would enable them to prepare for the board exam level of questions and test their mental skills It is also advised that the students come to the class with proper background knowledge of the topic under discussion. They can refer to the resources stated above.
Addressing classroom diversity	Due to various social backgrounds and multiple intelligences, the classroom might be a diverse arena. The following techniques can be used for various groups: For gifted students: • Encouragement for referring other resources • Using NCERT and other relevant web sites for preparation material For weak students: • Buddy help to be provided • Provide grade-up classes • Adopt an easy to difficult method of concept learning For differently abled students: • Ignore spelling mistakes • Call parents at regular intervals • Care for them on one to one basis • Provide grade-up classes
Measuring attainment of learning objectives	Low order thinking skills questions - Q State any three points which highlight the importance of delegation for an organisation? - Q What is meant by span of management? - Q Which organisational structure is suitable for a multi-product manufacturing company? - Q Define job description? - Q Which type of structures can a formal organisation have? - Q Differentiate between formal and informal organisation? - Q Differentiate between functional and divisional structure? . High order thinking skills based question - Q Explain in brief the suitability of functional structure and divisional structure? - Q Delegation of authority is based on elementary principle of division of work. Explain? - Q Authority can be delegated but accountability cannot be explain - Q National tech limited has grown in size it was a market leader but with changes in business environment and with the entry of mnc's its market share is declining to cope up with the situation CEO starts delegating some of his authority to the general manager who also feels felt himself overburden and with approval of CEO discusses some of his authority to various levels throughout the organisation. Identify the concept of management discuss the above? - Q State the relationship between authority responsibility and accountability?

HOME ASSIGNMENT

- Q1. Organising involves a series of steps that need to be taken in order to achieve the desired goal. Explain the steps.
- Q2. Explain any four points of importance of 'Organising'.
- Q3. Voltage fluctuations have been common and quite high in India. They harm our electrical appliances like television, refrigerators and air conditioners, often leaving them in a permanently damaged condition. N-Guard Company decided to manufacture stabilizers for North India where the voltage fluctuation ranges from 220V-230V. Once the demand for the North India was taken care of, they decided to launch stabilizers of varying voltages from 90V - 260V for meeting the requirements of voltage fluctuations in other regions of India also. Three engineers were appointed for South, West and East regions of India, as the voltage was different in all the three regions. Though all the Engineers were appointed to manufacture stabilizers but the product differed from region to region.
- A. Identify the organisational structure of N Guard Company.
B. State any two advantages and two limitations of the structure identified in the above para.
- Q4. Give the meaning of 'Informal Organisation'. State it's any three advantages.
- Q5. What is meant by 'Delegation'? State any three points which highlight the Importance of delegation in an organisation.
- Q6. What is meant by 'Decentralisation'? State any three points that highlight the importance of decentralisation in an organisation.
- Q7. Give the meaning of 'Formal Organisation'. State it's any three advantages.
- Q8. Differentiate between formal and informal organizations on the basis of
- A. Origin
B. Authority
C. Flow of communication.
- Q9. Aradhana and Gandharv are heads of two different departments in 'Yumco Ltd.' They are efficient managers and are able to motivate the employees of their respective departments to improve performance. However, their drive to excel in their own sphere of activity instead of giving emphasis on objectives of the enterprise has hindered the interaction between the departments that Aradhana and Gandharv are heading. Often there are inter-departmental conflicts and they have become incompatible. This has proved to be harmful in the fulfilment of the organizational objectives. The situation has deteriorated to such an extent that the CEO of 'Yumco Ltd.' has hired a consultant, Rashmi, to resolve the problem. After studying the

situation closely, Rashmi found that the problem has arisen due to inflexibility and a narrow perspective on the part of both Aradhana and Gandhrav. She is of the view that this situation is a result of the type of organizational structure 'Yumco Ltd.' has adopted.

- A. From the above information, identify the organizational structure adopted by 'Yumco Ltd.' and state any three advantages of the structure so identified.

Q10. Anoop Gaur started 'Cat's Eye', a company for providing cyber security solutions to businesses. Its objective to prevent, detect, respond to cyber-attacks and protect critical data. He was a hardworking software engineer and an expert in cyber security. His reputation grew by leaps and bounds as he was not only a person of integrity but also did his work with utmost honesty and sincerity. The business started growing day by day. He was delighted when he was offered a big project by the Ministry of Science and Technology. While working on the project he found that the volume of work made it impractical for him to handle all the work by himself. Therefore he decided to expand the team. The company maintained a close liaison with an engineering college in the State. During a campus placement, Aarav and Pranshi were appointed to work for the new project. He found the new employees capable, enthusiastic and trustworthy. Anoop Gaur was thus, able to focus on the objectives and with the help of Aarav and Pranshi, the project was completed on time. Not only this, Anoop Gaur was also able to extend his area of operations. On the other hand, Aarav and Pranshi also got opportunities to develop and exercise initiative.

- A. Identify and explain briefly the concept used by Anoop Gaur in the above case which helped him in focussing on the objectives.
- B. Also, explain any four points of importance of the concept identified in part (a).

WORKSHEET

Organizing

Steps in the Process of Organising

1.

2.

3.

4.

Importance of Organising

1.

2.

3.

4.

5.

6.

7.

Organisation Structure

The organisation structure can be defined as

The span of management,

Types of Organisation Structure

(i)

(ii)

Functional structure

Advantages:

The functional structure has many advantages to offer. Important among them are as follows:

1.

2.

3.

4.

5.

6.

Disadvantages:

The functional structure has certain disadvantages which are as follows:

1.

2.

3.

4. Suitability - Functional Structure is suitable in the following cases:
 - a.

 - b.

 - c.

Divisional Structure

Advantages: The divisional structure offers many benefits. Prominent among these are as follows:

1. _____

2. _____

3. _____

4. _____

Disadvantages: The divisional structure has certain disadvantages. Some of them are as follows:

1. _____

2. _____

3. _____

4. Suitability - Functional Structure is suitable in the following cases:
 - a. _____
 - b. _____
 - c. _____

Comparative view: Functional and Divisional Structure

Basis	Functional Structure	Divisional Structure
Formation		
Specialisation		
Responsibility		
Managerial Development		
Cost		
Coordination		

Formal Organisation

The structure in a formal organization is functional or divisional.

The formal organization can be better understood by a study of its features which are as follows:

1.

2.

3.

4.

5.

Advantages: Formal organization offers many advantages. Some of the important ones are:

1.

2.

3.

4.

5.

Limitations: The formal organization suffers from the following limitations:

1.

2.

3.

Informal Organization

Informal organisation can be better understood with the help of the following features:

- (a)

- (b)

- (c)

- (d)

- (e)

Advantages: The informal organization offers many benefits. Important among them are given below:

- 1.

- 2.

- 3.

Disadvantages: The informal organisation has certain disadvantages. Some of them are as follows:

- 1.

- 2.

- 3.

Formal and informal organisation: A Comparative view

Basis	Formal organisation	Informal organization
Meaning		
Origin		
Authority		
Behaviour		
Flow of Communication		

Nature		
Leadership		

Delegation

Delegation refers to the _____

Elements of Delegation

A detailed analysis of Louis Allen's definition brings to light the following essential elements of delegation:

1. *Authority:*

2. *Responsibility:*

3. *Accountability:*

Overview of the elements of delegation

Basis	Authority	Responsibility	Accountability
Meaning			
Delegation			
Origin			
Flow			

Importance of Delegation

Effective delegation leads to the following benefits:

1. Effective management:

2. Employee development:

3. Motivation of employees:

4. Facilitation of growth:

5. Basis of management hierarchy:

6. Better coordination:

Decentralisation

Those organisations in which decision making authority lies with the top management are termed as _____ organisations.

Whereas those in which such authority is shared with lower levels are _____ organisations.

Centralisation and Decentralisation

Decentralisation

Decentralisation refers to _____

Importance

Decentralisation importance can be understood from the following points:

1. Develops initiative among subordinates:

2. Develops managerial talent for the future:

3. Quick decision making:

4. Relief to top management:

5. Facilitates growth:

6. Better control:

Delegation and Decentralisation: A Comparative view

Basis	Delegation	Decentralisation
Nature		
Freedom of action		
Status		
Scope		
Purpose		