

Pre-Content/content Post-Content	Learning Outcome/Objectives	
	General	Specific
<u>Pre-Content</u> A critical issue in accomplishing the goals specified in the planning process is structuring the work of an organisation to adapt to the dynamic business environment. <u>Content</u> The organising function leads to the creation of an organisational structure which includes the designing of roles to be filled by suitably skilled people and defining the inter relationship between these roles so that ambiguity in performance of duties can be eliminated. <u>Post-content</u> Thus, it is in the context of effective management that the organisation function earns due importance. It is a means for translating plans into action. The significance of the organising function mainly arises from the fact that it helps in the survival and growth of an enterprise and equips it to meet various challenges.	Students will be able to ✓ Explain the concept of organising; ✓ Explain the process of organising; ✓ Describe the importance of organising; ✓ Explain the meaning, advantages and disadvantages of functional organisation; advantages and disadvantages of divisional organisation; ✓ Explain the meaning, advantages and disadvantages of formal and informal organisation; ✓ Distinguish between formal and informal organisation; ✓ Explain the concept of delegation and decentralisation; ✓ Describe the importance of delegation and decentralisation; and ✓ Distinguish between delegation and decentralisation.	Students will be able to ✓ Explain the meaning of organization as a structure and as a process ✓ Describe the steps in the process of organisation. ✓ Highlight the importance of organisation ✓ Explain the working of functional and divisional structures ✓ Differentiate between working of functional and divisional structures. ✓ State the features and significance of formal organisations and informal organisations. ✓ Evaluate the role and comparison of Formal and Informal organization. ✓ Describe the elements of delegation. ✓ Explain the concepts and importance of delegation and decentralization. ✓ Distinguish between delegation and decentralisation.

Home Work /Assignments

NCERT back exercise is given as home task.

Assignment sheet is also given

Questions taken in the class were also asked to solve.

Case studies relevant to the topic will be discussed and extra questions for practice will be given.

Teacher's Activity	Student's Activity	Teacher's Observation And Remedial
The teacher will explain the concept of organising - 'as a process and as structure'. The teacher will list the steps in the process of organising and Importance of organisation will be highlighted. The teacher will discuss with the help of organisational charts the meaning, merits, limitations and the relative suitability of Functional and Divisional organisation structures. The teacher will explain the meaning and concepts of Formal and Informal organisations. Their inter-relationship will be explained with examples. The teacher will elaborate the advantages, disadvantages and differences of formal and informal organisation structure. The teacher will further explain the concepts of Delegation and its elements – authority, responsibility and accountability. The teacher will compare and explain the concepts of Centralisation and Decentralisation. The advantages and the differences of the above concepts will be explained.	Students will be able to understand the meaning of organising and the steps in its process. The students will be able to list the points of importance of organisation function. The students will be able to understand the working of functional and divisional organisation structures, their merits, limitations and differences. The students will evaluate the role of formal and informal organisations and their interrelationship for achieving efficiency and effectiveness in the organisation structure. The students will understand with appropriate examples, the concepts of 'Delegation of Authority and Decentralisation of Authority' The students will be able to assess the importance of both these concepts. The students will be able to list the advantages/importance of the above concepts.	Teacher will write her observations after completion of the topic.

Teaching Aids : Active inspire, NCERT Book, PPTs

Methodology/Innovative Methods: Discussion, Recall, Explanation, Question-Answer method, problem solving

Interdisciplinary Links: Psychology, Philosophy, Entrepreneurship, Economics and Maths

Coordinator

Vice-Principal

Principal