

(a) Explain type of decision.

Ans 6 types of decisions Every organization need to take.

1. Programmed and non programmed decision :-

- Programmed decisions are concerned with the problems of repetitive nature or routine type matters.
- Non programmed decision relates to difficult situations for which there is no easy solution.

2. Routine and Strategic decision :-

Routine decision are related to the general functioning of the organization. They do not require much evaluation and analysis and can be taken quickly.

Strategic decisions are important which affect objectives, organisational goals and other important policy matters.

3. Tactical (Policy) and operational decisions :-

Decisions pertaining to various policy

matters of the organisation are policy decisions. These are taken by the top management and have long term impact on the functioning of the concern.

operating decisions relate to day-to-day functioning or operations of business. middle and lower level managers take these decisions.

4. Organisation and personal decision:-

When an individual takes decision as an executive in the official capacity, it is known as organisational decision. If decision is taken by the executive in the personal capacity, it is known as personal decision.

5. Major and minor decision :-

Another classification of decisions is major and minor. Decision pertaining to purchase of new factory premises is a major decision. Major decisions are taken by top management. Purchase of office stationery is a minor decision which can be taken by office Superintendent.

6. Individual and group decision :-

When the decision is taken by a single individual, it is known as individual decision. usually routine type decision are taken by individuals within the broad policy framework of the organisation.

Group decision are taken by group of individuals constituted in the form of a standing committee.