

Section-1

Q1 Define the features of organisation
Differentiate positive and negative
motivation.

Ans Human beings cannot live in isolation. They are unable to fulfill their needs and desires alone, because any one individual lacks the strength, ability, time and potential. He has to get the cooperation of other persons in achieving his goals. In simple words organisation is viewed as a group of persons formed to seek certain goals. Organisation is not a new and modern invention or phenomenon.

Feature # 1 Simplicity → An organisation structure should be basically simple. It implies that the structure should have the simplest possible frame work which will fulfill the purpose intended with due emphasis on economical and effective means of

accomplishing the objective of the enterprise.

This will ensure economy of effort, minimise overhead costs and reduce all possible difficulties that may arise out of poor.

Feature # 21 flexibility and continuity

The organizer should build the structure not for today or tomorrow, but for the distant future. As such continuity must be maintained in the organisation structure over the period of time. However, since organisational structure is based on circumstances and these are not fixed but change over the period of time.

31 Clear Line of Authority - whatever the form of structure be adopted, there should be clear lines of authority showing from top to bottom or in horizontal directions. It implies that one should be very clear about what he is expected to achieve or contribute.

★ Positive motivation

Positive motivation is a technique in which a person is rewarded for accomplishing a certain task or changing a particular behaviour. If you are doing a job and you get your salary monthly and if you do overtime you will get that pay immediately. Your motivation level becomes higher because of the short term reward. If you can do your long term goals into a short term action.

negative motivation

Negative motivation is an act of punishment. This occurs when an action is taken to avoid experiencing pain or failure. Negative motivation means stopping away from pain.

If the student studied hard for not to fail a negative thought process because he doesn't want to achieve success. This is the fear of failure which causes negative motivation. On the other, positive motivation is