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SUBJECT: PRINCIPLES OF MANAGEMENT

SUMITTED TO: SIR SUNIL CHANDER

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FINAL EXAMS.

Q. TAKE ANY EXISTING OR HYPOTHETICAL COMPANY AND DEVELOP IT’S SOPs.

A. SOPs (standard operating procedure):

SOPs are basically the rules or the routine of an organization which are made to follow step by step to achieve the goals an organization has made to reach its success level. SOPs are made to make the difficulties sort out for its working members to they will not face any issues. Basically, a set of rules or set of process for the workers of the organization to deal with every problem they face from customers. So those problems are a solution and a dealing manner.

SOPs developed for company: (a fashion company “sarte”)

1. The first thing is to start from end and keep that in mind.

2. Choose a basic format of working for every individual to follow.

3. And time to time update and a check on the ongoing work.

4. Before starting ask for the result of the work.

5. To keep the identity of each worker and treat them good and equally.

6. To keep a record of everything or work happening in the company.

7. To upgrade the machineries and useful basic things time to time.

8. And maximum production as per required and according to our company’s stuff.

9. To keep the environment in mind, not to have an adverse effect on it.

10. To hire well trained and professional workers and staff.

11. To stick to your certain schedule, not wasting your time.

12. To make useful work out of your resources.

13. To prohibit unnecessary failures of manufacturers.

14. To also make sure proper following to SOPs.

15. Should listen to each of your working people for different ideas and benefit of the company.

16. Keep the stockholder information always.

17. Determine your goal, your purpose.

18. Always take risks without fear

19. Work on flow diagrams more.

20. Focus more on the presentation.

21. Hire more new talents, give opportunity to each.

22. Always test the assists before processing.

23. Send the test to the seniors for approval and perfection, or ask for help or opinion from professional.

24. Before finalizing the outcome check it yourself wholly.

25. Regular on time, follows proper company timings.

THE END!!