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Q.1. - - - ?

- ✓ 1) Planning is the basic function of the management
- 2) Staffing is the process involved in identifying, assessing, placing and evaluating and directing individuals work.
- 3) Directing is what has to be done and in what manner through directing the procedures and policies for accomplishing performance standards
- 4) Co-ordinating is orderly arrangement of group efforts to provide unity of action in the pursuit of common goals
- ✓ 5) Controlling is the process of taking steps to bring actual results and desired results closer together

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Q2 - - - ?

A	Ans
1) planning	→ Deciding in advance what to do, how to do, when to do and who is to do it
 2) Organizing	→ Decides the way and means to achieve what has been planned
3) Staffing	→ It is the process of recruiting, selecting, placing and remunerating
4) Directing	→ It is the process of instructing, guiding, communicating and motivating.
5) Co-ordinating	→ It is an integration and synchronization of the efforts of group



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Q3. - - - - ?

- 1) The right person at the job with right pay
→ Staffing
- 2) First function of management.
→ Planning
- 3) It increases the team spirit at the work place
→ Co-ordinating
- 4) The term that is used to denote structure.
→ Organisation
- 5) The process of comparing the actual results with pre-determined standards
→ Controlling



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Q4. - - - ? (Any 3)

1)

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i) According to L.A. Allen "management is what a manager does."

✓ ii) In the management first function is planning.

✓ iii) Definition planning according to Koontz and O'Donnell: planning is deciding in advance what to do, how to do it, when to do it, and who is to do it. Planning bridges the gap between where we are and where we want to go. It makes possible things to occur which would not otherwise occur.

✓ iv) In planning there are main 10 important functions.

- ① minimizes risk
- ② planning improves performance
- ③ provides path of action
- ④ Helps to clear objectives
- ⑤ Helps in decision making
- ⑥ optimum utilization of resources

✓ v) These are the points of planning functions

① Minimizes risk

- Planning is the process to minimize the risk because he looking into future and anticipating future changes, or risks cannot be eliminated totally but planning provides the minimizes risk.

② Planning improves performance

- ✓ • Planning it's helps to managers to improve future performances of employees by establishing objectives and selecting the goals. Planning leads to efficient performance of the employees.

③ Provides path of action

- In planning is provides path of action to clear the goals or objectives and guide the direction for doing the right things to at right time in right way.

④ Helps to clear objectives

- Planning is helps to manager to set targets and goals according to reach the set of management.
- ✓ It is help to analyse the present condition of firm or organization.

⑤ Helps in decision making

- planning helps to decision of organizational objective. There are many alternative in front of a manager. And manager select the best alternative for the achieve objectives.

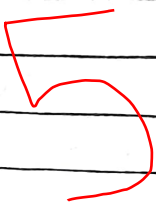
⑥ Optimum utilization of resources

- In the planning helps to scarce resource are put to use at optimum level with minimum level of wastage.

vi) This are the important functions of planning.

vii) This Functions show the path of planning.

viii) planning is one of the most important function because planning accours all the goals.



3)
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i) According to L.A. Allen "management is what a manager does."

✓ ii) In the management three 3rd function is staffing.

iii) According to Theo Haimann: The staffing function pertains to the recruitment, selection, development, training and maintaining favourable conditions of work.

iv) In the staffing there are main 10 important functions.

- ① Builds cordial relationship
- ② Effective managerial function
- ✓ ③ Helps in human resource development.
- ④ maintains harmony.
- ⑤ long term effect
- ⑥ Improves efficiency.
- ⑦ Essential contribution

v) These are the important functions of staffing.

① Builds cordial relationship

- This function is help to building healthy relationship among all the employees in
- ✓

✓ the organization. Human relation is the key the better management of organization.

② Effective managerial function

- Staffing is the key to effective performance of the other function. Workforce can work effectively in different functional areas like finance, sale etc.

③ Helps in human resource development

- Staffing helps to human resource development by skilled and experienced employees is an asset to business organization. Staffing helps to inculcate the organizational culture into employees.

④ Maintains harmony

- In the staffing process, individuals are recruited, selected and placed as well as their performance is regularly appraised and promotions are given on the basis of merits.

⑤ long term effect

- Qualified efficient and skilled workforce is always an asset of organization. its long term effect is possible through the staffing.

⑥ Improves efficiency

- In the used the staffing the improves efficiency for training and development programmes are offered to employees for self development and organizational development.

vi) This are the Functions of staffing and they are very important.

vii) staffing is also one of the important process of organization.

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i) According to L.A. Allen "management is what a manager does."

✓ ii) Directing is the four function of management.

iii) According to Theo Haiman: "Direction consists of process and techniques utilizing in issuing instruction and making certain that operations are carried out as planned."

✓ iv) In the Directing Function there are mainly 10 importance of directing.

- ① Initiates action
- ② Motivation
- ③ Adapt with the changes.
- ④ Integrates efforts
- ⑤ Co-Operation
- ⑥ Increase efficiency level
- ⑦ Creates team spirit

v) This are the important function of directing function

① Initiates action.

• Direction is the function which supports to activate plans with the help of employees. Every

action is initiated with timely direction.

② Motivation

- In the directing function the subordinates their opinions and judgements are also taken in consideration. Manager also motivates the ~~employee~~ employees.

③ Adapt / Coping up with Changes

- Factors of business are always changing with the time. Adopting such change is necessary for the success of business organization.

④ Integrates efforts

- Directing helps the integrates the efforts of all employees of all the levels which result in achieving organizational goals.

⑤ Co-operation

- Co-operation is necessary for smooth operation of the organization. It should be created by manager.

⑥ Increase efficiency level

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- Guidance and motivation are the subordinate to perform the best level of work. It increase efficiency level of organization

Q.5. - - - - ?

→ i) According to L.A. Allen "Management is what a manager does."

✓ ii) Controlling is the sixth part of management function.

iii) Process of Controlling is first to set the standards of organization then the measurement of performance of employees then comparison and finding deviation then analysing causes of deviation after corrective action to take.

✓ iv) According to Koontz and O'Donnel "Managerial control implies the measurement of accomplishment against the standard and the correction of deviations to assure attainment of objectives according to plans."

v) In Controlling there are 10 importance of Controlling

- ✓ ① Accuracy of standards
- ② Motivates employees
- ③ Facilitates co-ordinates
- ④ Psychological pressure
- ⑤ Acts as a guide
- ⑥ Ensures order and discipline
- ⑦ Builds good corporate image
- ⑧ Fulfilling goals of organization

vi) This are the Function of controlling

✓ ① Accuracy of standards

- In the controlling is the step of standards efficient control system help management in judging the accuracy of standards whether they are accurate or not.

② Motivates employees

- ✓ · In the Controlling manager are motivates the employees and controlling the there work properly with the help of Controlling function

③ Facilitates Co-ordinates

- Controlling is a function in which the roles and responsibility of all the departmental managers and subordinates



④ Psychological pressure

- The performance is getting evaluate with the standard. And the psychological factor motivates employee for give their better result.

⑤ Acts as a guide

- Controlling function provides set of standard performance. Managers and subordinates work according to that.

⑥ Fulfilling goals of organization

- Controlling is the function of measuring the performance at every possible stage, finding out the deviation if any and taking corrective actions.

