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 STD: 12  
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Q1]. Fill in the blanks.

1. Planning is the basic function of the management
2. staffing is the process involved in identifying, assessing, placing and evaluating and directing individuals at work.
3. Directing is what has to be done and in what manner through dictating the procedures and policies for accomplishing performance standards
4. co-ordinating is orderly arrangement of group efforts to provide unit of the pursuit of common goals.
5. controlling is the process of taking steps to bring actual results and desired results close together.

Q3.

1]

Staffing

2]

Planning

3]

coordinating



4) — ?  
→ Organization

5) — ?  
→ Controlling ✓

5

| Q2/               | Group A | Group B 'Ans'                                                                                                                                                                        |
|-------------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) Planning       |         | Deciding in advance what to do <del>and how to do</del><br><del>It is the process of</del> instructing, guiding, communicating and motivating when to do, and who is to do it        |
| 2) Organizing ✗   |         | <del>It is an integration and synchron</del><br>Decides the ways and means to achieve what has been planned<br>It is the process of recruiting, selecting, placing and remunerating. |
| 3) Staffing       |         |                                                                                                                                                                                      |
| 4) Directing      |         | It is the process of instructing, guiding, communicating, and motivating                                                                                                             |
| 5) Coordinating ✓ |         | It is an integration and synchronization of the efforts of the group.                                                                                                                |

Q4). Answer the following (any 3).

1) Explain any five points of importance of Planning function.

→ Meaning of Management :

According to L.A. Allen "Management is what manager does". In order to achieve any objective manager need to go through various function of Management like, Planning, organizing, staffing, Directing, Coordinating.



3 Definition of Planning : According to James Stoner, Planning is the process of establishing goals & a suitable course of action for these goals.

- 1) Planning Improves Performance
- 2) Helps in decision Making
- 3) Minimizes Risk
- 4) useful in setting the standard for controlling
- 5) Facilitates coordination of all activities.

1) Planning Improves Performance : Planning helps manager to improve future performance of employees by selecting course of action. Planning leads to efficient performance of the employees.

2) Minimizes Risk : Planning is the process of taking into the future changes. changes or risks cannot be eliminated totally.

3) Helps in decision making : There are many alternatives in front of manager. Planning helps to manager to select the best alternatives to achieve organization.

4) useful in setting the standard for controlling : actual output can be compared with set standard & if any deviation shows up its proper controlling.

5] Facilitates coordination of all activities of a business organization are closely ~~of a business~~ or to each other which is considered in all Process of Planning

2] Explain any five points of importance of Staffing.

→ Meaning of Management: According to L.A. Allen  
 "Management is what a Manager does".  
 In order to achieve any Objective manager needs to go through various functioning of management like.  
 Planning, organization, staffing, coordinating, controlling etc.

Definition of Staffing: Staffing is the Process involved in identifying, assessing, placing & directing individual at work.

- 1] Effective Managerial function
- 2] Importance of staffing
- 3] Long term effect
- 4] Improved efficiency
- 5] Builds cordial relationship.



Q3

2).

→ 1)

Effective Managerial function: Staffing is the key to efficient Performance of other functions of management. The outcome of other function is based on effectiveness of staffing.

2) Long term effect: Qualified efficient & skilled workforce is always an assets of the organization. Proper selection of employees Towards long-term position effects.

3) Importance of staffing: Staffing ensures the growth of the organization through of employees so that organization meet in the future challenges wisely.

4) Improves efficiency: Training & development Programmes are offered to employees for sup. Through Proper selection organization efficiency.

5) Builds cordial Relationship: This function helps in building healthy relationship among all employees in the organization. A human relationship is key the better management.

Q5]. Explain any five points of importance of function.

→ Two Haiman: "Direction consists of Process & techniques utilizing in issuing introduction & making within that operation are carried out as Planning."

① Integrates efforts & directing helps integrating the efforts of all employee of all level which results in achieve goals. Integration is possible of organization goals.

② Efficient utilization of resources: Directing involves assigning duties to everyone with proper directions the resource of the organization. It helps reducing costs & increasing efficiency.

③ Initiates action: Director is the function which supports to activate plans with the help of employees. Every action is initiated with timely direction.

④ Means of motivation: While directing the subordinates their opinions & judgments are also taken into consideration. It improves their performances.



5] Increases efficiency, level of guidance & motivation is given to subordinates to perform at their best level. It works positively & level of whole organization.

Q5]

→ Definition of controlling :  
Dohi Henning : control is the process of bringing about conformity of performance & with planned action.

- 1] Ensures order & discipline : controlling works for reducing unprofessional behaviour of the employees. discipline is maintained by continuous checking of performance.
- 2] facilitates co-ordination : controlling is a function in which the role & responsibility of all department manager design clearly. co-ordination between them helps to find deviations.
- 3] Psychological Pressure : The performance is getting evaluated with standard. This psychological factor motivates employees for given their better performance.

- 4) Act as a guide: controlling function provides set of standard performance. Managers & subordinates work according to that. Thus controlling function act as a guide.
- 5) Build goals corporate image: controlling function helps to improve overall performance of organization. This, may helps to build goodwill of the organization.

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