

Institute of Engineering JIWAJI UNIVERSITY



Presentation On Process Of Management UNIT-II BE 8sem (EL-8103) Electronics

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INTRODUCTION

- There is enough disagreement among management.
- Writers on the classification of managerial functions.

SCHOLARS STATEMENT

According to McFarland, "Management is the process by which managers create, direct, maintain and operate purposive organizations through systematic, coordinated and co operative human effort".

SCHOLARS STATEMENT

According to G. R. Terry -"Management is a distinct process consisting of planning, organizing, actuating and controlling, performed to determine and accomplish stated objectives by the use of human beings and other resources".

SCHOLARS DESCRIPTION

- Newman and Summer recognize only four functions.
 - Organizing
 - Planning
 - Leading
 - and Controlling.

SCHOLARS DESCRIPTION

- Henri Fayol identifies five functions of management.
 - Planning
 - Organizing
 - Commanding
 - Coordinating
 - Controlling

SCHOLARS DESCRIPTION

- Luther Gulick states seven such functions under the catch word "POSDCORB".
 - Planning
 - Organizing
 - Staffing
 - Directing

SCHOLARS DESCRIPTION

- Coordinating
- Reporting
- And Budgeting.

SCHOLARS DESCRIPTION

□ Warren Haynes and Joseph Massie classify into

- Decision-making
- Organizing
- Staffing, Planning, Controlling
- Communicating and Directing.

SCHOLARS DESCRIPTION

- Koontz and O'Donnell divide these functions
 - Planning
 - Organizing
 - Staffing
 - Directing
 - Controlling.

FUNCTION

□ Functions of a manager

- Planning
- Organizing
- Staffing
- Directing
- Coordinating and Controlling.

PLANNING

- It is fundamental and the most pervasive of all management functions.
- If people working in groups have to perform effectively.
- They should know in advance what is to be done.

PLANNING

- Planning is concerned with 'what', 'how', and 'when' of performance.
- It is deciding in the present about the future objectives.
- And the courses of action for their achievement.

PLANNING

□ It thus involves:

- Determination of long and short-range objectives.
- Development of strategies and courses of actions.

PLANNING

- To be followed for the achievement of these objectives.
- Formulation of policies, procedures, and rules, etc.
- For the implementation of strategies, and plans.

PLANNING

- The organizational objectives are set by top management
- Purpose and mission
- Environmental factors
- Business forecasts
- And available and potential resources.

PLANNING

- These objectives are both long-range as well as short-range.
- They are divided into
 - Divisional, Departmental,
 - Sectional and Individual
 - Objectives or Goals.

PLANNING

- This is followed by the development of strategies and courses of action.
- To be followed at various levels of management.
- And in various segments of the organization.

PLANNING

- Planning is performed in all kinds of organizations.
- By all managers at all levels of hierarchy.
- The process of management involves
- The determination of objectives and putting them into action.

ORGANIZING

- Identification of activities.
- Required for the achievement of enterprise objectives.
- And implementation of plans.

ORGANIZING

- Grouping of activities into jobs
- Assignment of these jobs
- Activities to departments
- Individuals delegation of responsibility.

ORGANIZING

- To enable them to perform their jobs.
- To command the resources needed for their performance.
- Establishment of a network of coordinating relationships.

ORGANIZING

- And authority for performance.
- Provision for vertical and horizontal coordination of activities.
- Every manager has to decide what activities have to be undertaken

ORGANIZING

- To Enable them to make decisions and initiate action for undertaking.
- These activities, and provide for coordination between himself and

ORGANIZING

- Organizational work is performed in a coordinated manner.
- All efforts and activities pull together in the direction of organizational goals.

STAFFING

- Staffing is a continuous and vital function of management.
- Staffing has been recognized as a distinct function of management.

STAFFING

- Manpower planning involving determination of the number.
- The kind of persons required.
- Recruitment for attracting adequate number of potential employees.

STAFFING

- To seek jobs in the enterprise.
- Selection of the most suitable persons.
- For the jobs under consideration.
- Placement, induction and orientation.

STAFFING

- Transfers, promotions, termination and layoff.
- Training and development of employees.
- It need hardly any emphasize that

STAFFING

- No organization can ever be better than its people.
- Managers must perform the staffing function,
- With as much concern as any other function.

DIRECTING

- Directing is the function of leading the employees.
- To perform efficiently, and contribute their optimum.
- To the achievement of organizational objectives.

DIRECTING

- Jobs assigned to subordinates have
- To be explained and clarified,
- They have to be provided guidance in job performance.

DIRECTING

- They are to be motivated to contribute.
- Their optimum performance with zeal and enthusiasm.

DIRECTING

□ Sub-functions :

- Communication
- Motivation
- Leadership

COORDINATION

- Coordinating is the function of establishing such relationships.
- Among various parts of the organization
- They all together pull in the direction of organizational objectives.

COORDINATION

- The process of tying together all the organizational decisions, operations, activities and efforts so as to achieve unity of action.
- For the accomplishment of organizational objectives.

COORDINATION

Mary Parker Follet. The manager, in her view is "with all its parts coordinated, so moving together in their closely knit and adjusting activities, so linking, interlocking and interrelation, that they make a working unit, which is not a congeries of separate pieces, but what I have called a functional whole or integrative unity".

CONTROLLING

- Controlling is the function of ensuring,
- The divisional, departmental, sectional and individual performances.
- Consistent with the predetermined objectives and goals.

CONTROLLING

- Deviations from objectives.
- Plans have to be identified and investigated, and correction action taken.
- Deviations from plans and objectives provide feedback

CONTROLLING

- To managers, and all other management processes.
- Including planning, organizing, staffing, directing and coordinating.
- Continuously reviewed and modified, where necessary.

CONTROLLING

- Controlling implies that objectives, goals and standards of performance exist.
- Known to employees and their superiors.
- It also implies a flexible and dynamic organization.

CONTROLLING

- Which will permit changes in objectives, plans, programmes, strategies, policies.
- Organizational design, staffing policies and practices, leadership style, communication system, etc.

CONTROLLING

- For it is not uncommon that employees failure.
- To achieve predetermined standards.
- To defects or shortcomings in any one or more of the above dimensions of management.

CONTROLLING

- Measurement of performance against predetermined goals.
- Identification of deviations from these goals.
- Corrective action to rectify deviations.

CONCLUSION

- Management is an integral process.
- It is difficult to put its functions neatly in separate boxes.
- Management functions tend to coalesce, and it sometimes becomes difficult to separate one from the other.

EXAMPLE

- When a production manager is discussing with one of his subordinates,
- It is difficult to say whether he is guiding, developing or communicating,
- or doing all these things simultaneously.

EXAMPLE

- Moreover, managers often perform more than one function simultaneously.

THANK YOU