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Management is goal oriented and it is an art of getting things done with and through others. The practice of management helps to achieve the organizational mission and determines the future of the business enterprises.

### 02 Concept of Management

Body of Knowledge, Management Tools, Separate Discipline, Specialisation, Code of Conduct, Professional Association:

**Definitions of Management** 

03

- "To manage is to forecast, to plan, to organise, to command,
- to co-ordinate and to control." -Henry Fayol.

"Management is a multipurpose organ that manages a business and manages manager, and manages worker and work."- Peter F. Drucker:

# PRINCIPLES

# OF MANAGEMENT

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# 04



Principles of Scientific Management

#### scientific management

- 1. Science, Not Rule of Thumb
- 2. Harmony, Not Discord
- 3. Mental Revolution
- 4. Cooperation, Not Individualism
- 5. Development of each and every person to
- his or her greatest efficiency and prosperity.



## 05

Principles of Modern Management

1. Division of Work 2. Authority and Responsibility 3. Discipline 4.Unity of Command **5.Unity of Direction** 6.Subordination of Individual Interest to Mutual Interest

7.Remuneration

8. The Degree of Centralization 9.Line of Authority/Scalar Chain 10.0rder 11.Equity 12.Stability of Tenure of Personnel 13.Initiative 14.Esprit de Corps/Team Spirit

06 Span of Management

The Span of Management refers to the number of subordinates who can be managed efficiently by a superior. Simply, the manager having the group of subordinates who report him directly is called as the span of management.

# M.Thangavel. M.B.A.,, M.com., B.Ed.

SPECIALISATION

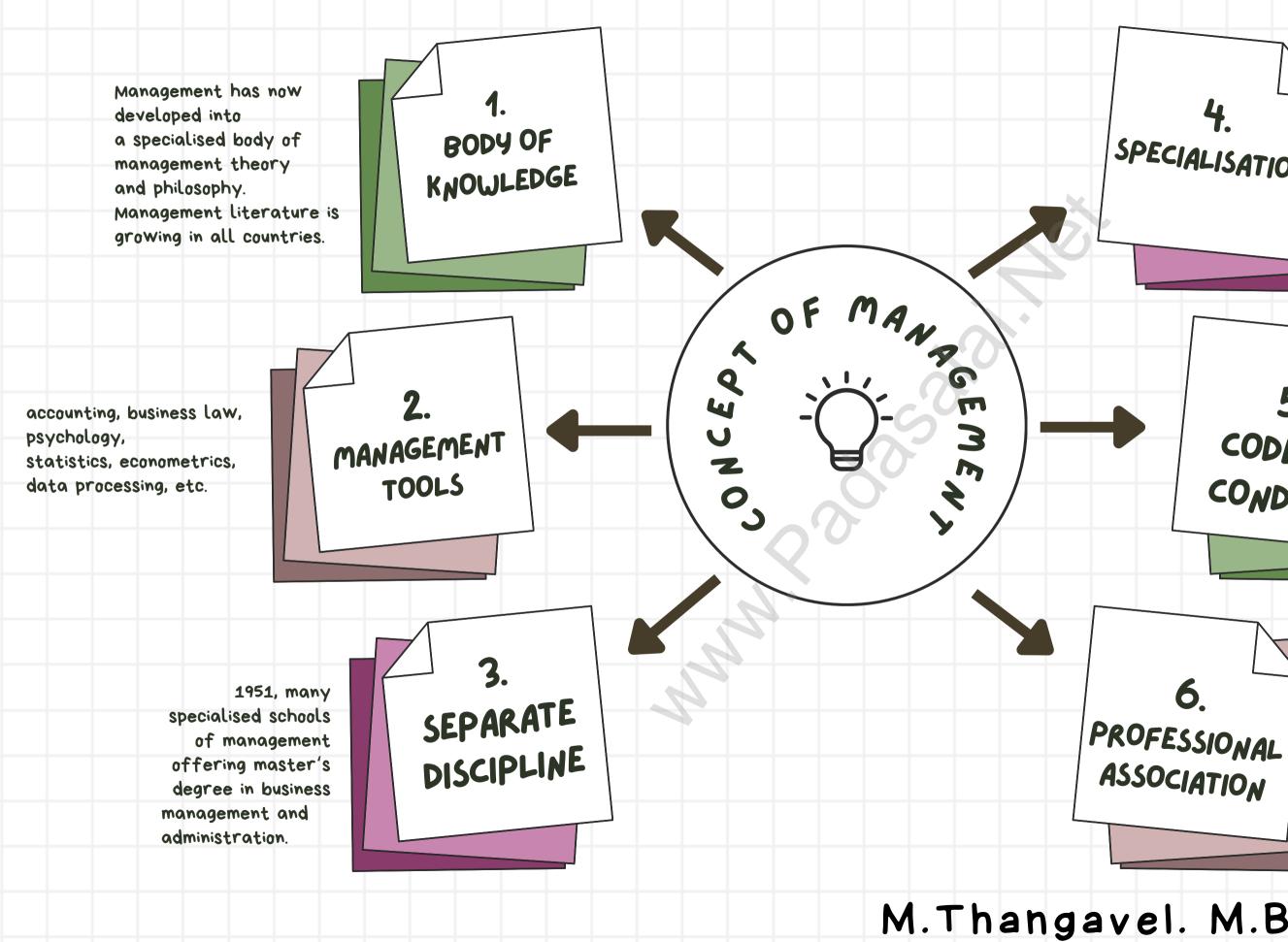
5

CODE OF

CONDUCT

6

ASSOCIATION



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There is a growing tendency to select and appoint highly qualified, trained and experienced persons to manage the business in each functional areas of management.

> Enlightened businessmen have recognised that business management is a social institution and it has social responsibilities to be fulfilled - towards customers, employees, and the public or community.

The Business Management Associations in many countries to promote the spread of knowledge in all management areas and to build up the bright public image of managerial profession.

# M.Thangavel. M.B.A.,, M.com., B.Ed.



Authority and Responsibility

This is the issue of commands followed by responsibility for their consequences. Authority means the right of a superior to give the order to his subordinates whereas responsibility means obligation for performance.

#### Discipline

Division of Work:

According to this principle the

whole work is divided into

small tasks.

It is obedience, proper conduct in relation to others, respect of authority, etc. It is essential for the smooth functioning of all organizations.

PRINCIPLES OF MODERN MANAGEMENT

# M. Thangavel. M.B.A.,,M.com.,B.Ed.

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#### Unity of Command

This principle states that each subordinate should receive orders and be accountable to one and only one superior.

### Remuneration

Workers must be paid sufficiently as this is a chief motivation of employees and therefore greatly influences productivity.



#### **Order**

All related activities should be put under one group, there should be one plan of action for them, and they should be under the control of one manager.

# MEANING

The Span of Management refers to the number of subordinates who can be managed efficiently by a superior. Simply, the manager having the group of subordinates who report him directly is called as the span of management.

### **TWO IMPLICATIONS**

 Influences the complexities of the individual manager's job
Determine the shape or configuration of the Organization

# SPAN OF MANAGEMENT

M.Thangavel. M.B.A.,,M.com.,B.Ed.

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## WIDER SPAN & NARROW SPAN

With the wider span, there will be less hierarchical levels, and thus, the organizational structure would be flatter.

The narrow span, the hierarchical levels increases, hence the organizational structure would be tall.

The tall organizational structure imposes more challenges

The span is narrow, which means less number of subordinates under one superior, requires more managers to be employed in the organization.

• With more levels in the hierarchy, the communication suffers drastically.

• Lack of coordination and control because the operating staff is far away from the top management.