

# 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**