

Shaktantala Krishna Institute of Technology

Bahbalpur Housaspur
Kampur Dehat

Assignment Work

Cours :- B.B.A.

Bachelor of Business
Administration

Sem :- 1st

Subject :- Principles of Management

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Topic Principles of Management

Date 29-08-2025

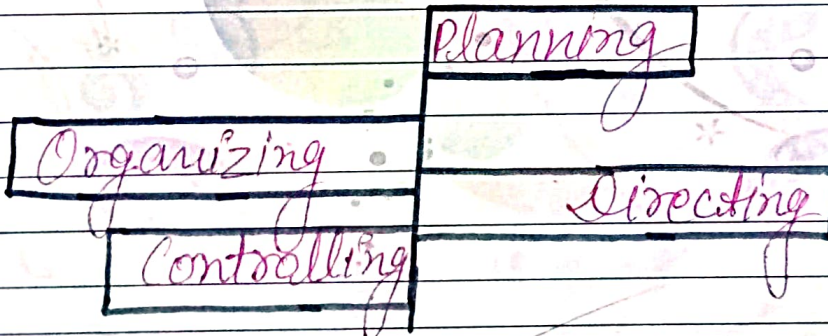
Paper Code FO10102T

Short Answer Types Questions

Define Management in your own words.

Management is the organized process of planning, organizing, leading, and controlling resource - including people, money, and time - to achieve specific goals or objectives efficiently and effectively. It involves setting clear goals, creating strategies to reach them, coordinating diverse tasks, motivating individuals, and overseeing operations to ensure smooth functioning and optimal results within a group or organization.

Core Functions



Planning :-

Determining goals and developing strategies to achieve them.

Organizing :-

Arranging and structuring resources and activities to implement plans.

Directing :-

Motivating and guiding people to work effectively toward common goals.

Controlling :-

Monitoring progress, evaluating performance, and making necessary adjustments to ensure goals are met.

What do you mean by Principles of Management?

Principles of management are fundamental, flexible guidelines that help managers plan, organize, lead, and control resources to achieve organization goals. Developed through observation and experience.

They provide a general framework for decision-making, influence employee behavior, and enhance overall efficiency, productivity, and harmony within an organization. 14 Principles given by Henry Fayol.

14 Principles

Division of work

Unity of Command

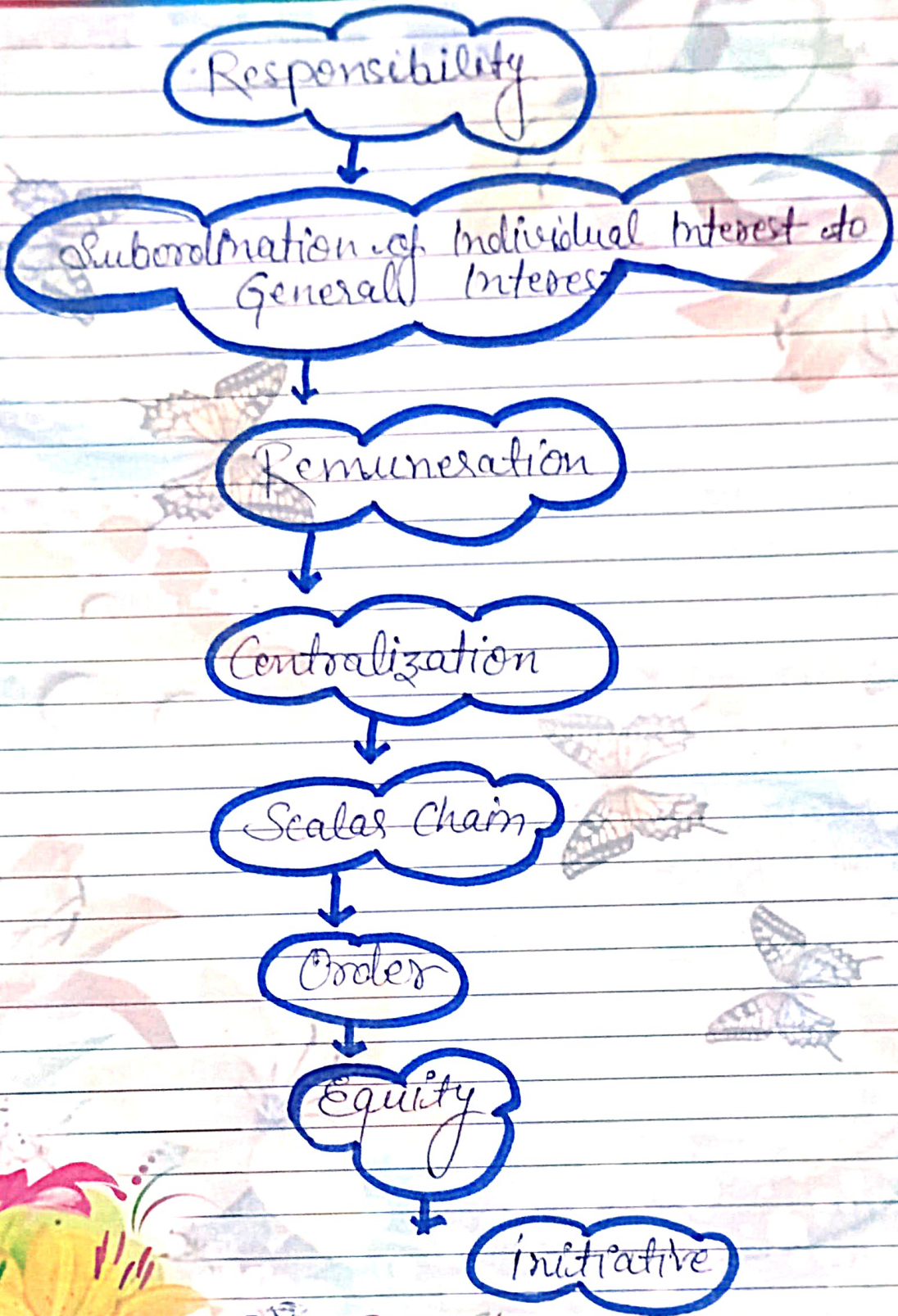
Discipline

Unity of Direction

Esprit de corps

Topic

Date



Stability of Tenure of Personnel

State any two importance of management.

Importance of management are achieving organizational goals by directing efforts towards common objectives, and optimizing resource utilization to ensure money, time, and personnel are used efficiently, minimizing waste and maximizing output.

Importance 01 :- Achieving Goals

Clear Direction :

Management sets clear objectives and strategies, ensuring that the efforts of all individuals and departments are aligned to achieve these common goals.

Collective Effort :

By coordinating different teams and efforts, management focuses collective energy on reaching the organizational objectives, preventing confusion and overlap.

Importance 02 :- Optimal Resource Utilization

Efficient Allocation :

Managers prioritize tasks and allocate resources like finances, times and manpower effectively to achieve the maximum possible output.

Waste Reduction :

Effective management continuously monitors processes, crafts strategies to eliminate inefficiencies, and minimizes the waste of materials, leading to greater productivity and profitability.

Who is Known as the "Father of Scientific Management"?

Frederick Winslow Taylor (F.W.T) is known as the father of scientific management, a movement he founded to improve economic efficiency and labor productivity through the scientific analysis and optimization of workflows. His work involved studying jobs and processes to

Find the most efficient methods and promoting a cooperative relationship between workers and management to increase output.

Key Contribution of F.W. Taylor

Scientific Method in Management :

He advocated for a scientific approach to management, moving away from traditional methods based on experience and intuition.

Time and Motion :

Taylor introduced systematic "time studies" to analyze and standardize the most efficient ways for workers to perform their jobs, which formed the basis of his management theories.

Focus on Operational Efficiency :

His most important works, shop management (1903) and The Principles of Scientific management (1911) laid out the foundations of Scientific management theory.

Write two features of management.

1-

Organizing

2-

Staffing

Organizing :-

Organizing is a core management function that involves structuring an organization by identifying and grouping activities, defining and delegating responsibilities and authority, and establishing relationships to enable people to work together most effectively to achieve common objectives.

Staffing :-

Staffing refers to the continuous process of finding, selecting, evaluating and developing a working relationship with current and future employees. The main goal of staffing is to fill the various roles within the company with suitable candidates.

Differentiate between Management and Administration.

Administration

This typically refers to the implementation of policies, procedures, and the day-to-day operational aspects of an organization.

Administrators are responsible for ensuring that activities are carried out efficiently and in compliance with established guidelines.

Management

Management involves planning, organizing, coordinating, and overseeing the resources and activities of an organization to achieve its goals. Managers are responsible for making decisions, setting objectives, and guiding the organization towards success.

What is the role of planning in management?

The planning function of management is the primary process of setting organization objectives and determining the

specific courses of action needed to achieve them. It involves forecasting the future, identifying potential challenges, selecting the best strategies from alternatives, and creating a systematic plan with clear timelines and resource allocation to move the organization towards its goals.

State two functions of management.

Leading

Controlling

Leading :-

This function involves motivating, guiding, and communicating with employees to keep them focused and productive, helping them to work effectively toward organizational objectives.

Controlling :-

Managers monitor activities, measure performance against goals, and compare

results to objectives.

What is the meaning of coordination?

The process of organizing people or groups so that they work together properly and well.

Write two limitations of principles of management.

Human limitations :

Managers and leaders are humans, and they have their limitations in terms of knowledge, skills, and experience.

Time Constraints :

Managers have limited time to make decisions and implement strategies.

long Answer Types Ques.

Define the management. Write the characteristics of management.

Management is the process of organizing and directing - resources, operations, and people to achieve specific organizational goals effectively and efficiently.

Characteristics

Economics Resource

Goal Oriented

Distinct Process

Integrative Force

System of Authority

Multi-Disciplinary Subject

Univressal Application

Goal Oriented :

Management involves setting and achieving specific organization goals and objectives.

Continuous Process :

Management functions like planning, organizing, and controlling are performed in a continuous and never-ending sequence.

Integrative Force :

Achieving objectives through the integration of human and other resources is the essence of management.

Economic Resource :

Management forms part of the factor of production which includes land, labor, and capital. Management is becoming more and more important as the economy becomes increasingly industrialized.

System of Authority :

The level of authority decreases as we move down the managerial hierarchy. With authority, managers are better able to accomplish their tasks.

Multi-Disciplinary Subject :

As a discipline management, has grown by incorporating many other disciplines such as engineering, anthropology, sociology and psychology.

Universal Application :-

All businesses need management. The principles and techniques of management can be applied to business, education, the armed forces, government and hospitals.

Explain the objectives of Management.

Organizational

Social

Personal

Organizational Objectives :-

These are the goals that relate to the core business functions and success of the organization itself.

Social Objectives :-

These objectives focus on the positive impact the organization has on the broader community and society.

Personal Objectives :-

These objectives address the individual needs and goals of the employees working within the organization.

Describe the scope of management.

The scope of management refers to the breadth of responsibilities and activities



that managers undertake to achieve organizational goals, encompassing the managerial function and functional areas within an organization.

Managerial functions

Planning

Organizing

Leading

Controlling

Topic _____ Date _____

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