

Discuss the labour welfare schemes and its significance.

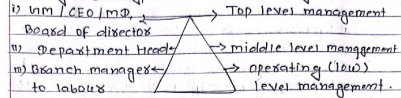
Ans: Labour / Employee welfare schemes:
 ↳ Labour welfare schemes refers to various beneficial schemes to the employees in the organization. Such welfare schemes are provided to the employees to respect their effort.
 ↳ It provides financial and non-financial benefits to the employees. It also motivates the employees for their higher contribution. Such schemes include transport facility, canteen facility, quarters facility, uniform facility, medical facility and so on. Employees are valuable human resources so their maintenance and use are important. Welfare schemes make them work oriented and responsible.

Ans: Significance of labour welfare schemes:
 * This enhances employees social and psychological conditions by facilities such as sports, cultural & leisure activities etc.
 * Workers have greater confidence in their employer by offering facilities which will strengthen the industrial peace.

* One employees are consistently promoted and adequately understood, they feel and perform their tasks with the organization.
 * The staff are happy and excited by having all of these services. Workers are therefore becoming very involved in his work, leading to increased productivity.

Explain different types of level of management?

↳ They are 3 types of level of management.



1) Top level management:
 ↳ They are the highest level of management. They are a small group of executive. They have the overall responsibility for the survival, growth & welfare of the organization.
 ↳ They make decisions and establish policies. Board of directors, MD, Vm, CEO and president represent to levels management.

2) middle level management:
 ↳ They are the largest group of department head managers in most organization. They are subordinate to top level management.
 ↳ Department head, division head, and plant superintendent, finance, marketing, production managers etc are the middle level management.

3) low (operating) management:
 ↳ They are known as first line of management. they holds entry level management position. they are subordinate to middle level managers.
 ↳ operating employees report to them. they supervise and coordinates their activities.
 ↳ supervisor, foreman, section head etc represent low level management.

Explain function of management?

↳ They are 4 type of function of management.

1) operational function:
 a) Production b) marketing c) Accounting d) Staffing

2) Managerial function:
 a) Planning: It is the first process which is about deciding how as to done the future to achieve the set goal.

b) Organizing: It is the process of placing right man in right job. With the money, material, machine and method they are should be organized in proper form.

c) Controlling: It is the process of taking corrective action for the improvement and finding if it met the action to achieve the desired goal.

d) Supervision: It is the function of assuring that the work is being done accordance with the plan & instruction.

5) Leading: It is a process of going a head with followed of achievement of desired goal.

6) Directing: All the people of an organization may have not a good knowledge when directing is process to the realization of desired goal.

7) Motivation: Motivation is the process to motivate the people how as to work done to achieve a certain goal.

↳ Motivation is repeated intention to move in a given direction to achieve the future goals.

Define motivation and leadership? Explain need and function of leader.

Ans: Motivation:
 ↳ Motivation is an important factor which encourages person to gives their best performance & help in reaching enterprise goals.

Ans: Leadership:
 ↳ Leadership is the ability of an individual or a group of individual to influence and guide followers and other members of an organization.

Ans: Function & need of a leader in an organization.
 i) Setting goals: A leader is expected to perform creative function of laying out goals & policies to persuade the subordinates to work with zeal and confidence.

ii) Organizing: Another function of a leader is to organize the followers into a group to handle the tasks collectively. The function is important for enhancing productivity of team-work.

iii) Initiating effective action: The next function of a leader is to take the initiative in all matters of interest to the groups.

iv) Co-ordination:
 ↳ A leader has to reconcile the interests of the individual members of the groups of the group with that of the organization.

v) Direction & motivation: It is a primary function of a leader to guide and direct his group and motivate people to do their best in the achievement of desired goals.

What are the ways that a manager can use to reduce work place accidents & risk in organization?

- By offering accident prevention and wellness program.
- By Requiring mandatory pre-employment physicals.
- By providing ongoing education for employees and management staff.
- By Issuing adequate safety equipment to all employees.
- By hiring enough employees.
- By knowing own business vulnerabilities.
- By doing not take shortcuts.
- By inspecting and maintaining all company vehicles.
- By rewarding safe employees.
- By staying organized.

Explain process of socialization:

* Consumer behaviour:
 ↳ consumer behaviour is the study of consumer and the process they are used to choose use and dispose of product and service including consumers emotional, mental and behavioral responses, consumer behaviour incorporates idea from several sciences including psychology, biology, chemistry and economics.

Customer Satisfaction:
 ↳ It is defined as a measurement that determines how apply customers are with a company product service and capabilities. Customer satisfaction information including survey and rating can help a company determine how to best improve or change its product and service.

Briefly describe about selection devices of human resource in an organization.

Ans: Selection device / Technique / method:

1) Preliminary Interview:
 ↳ It is used to eliminates candidates when gives information do not meet the minimum eligibility criteria laid down.

2) Ability tests: It help in the management of mental ability of an employee such as his/her verbal reasoning, mathematical ability and the reasoning ability.

3) Integrity tests: It allows the employee to show of his/her ability in positive way so that company chooses to selected him/her.
 ↳ It help in measuring the attitude and experiences of a particular employees.

4) Biographical tests: It's focus on how effectively the employees has performed in the past and will performed in the near future.

5) Structured test: These tests are usually videotaped for recording an employees behaviour during such exists time.

6) Physical tests: These test allow the individual to show case his/her ability in the test.

7) Written test:

8) Sample related work:

9) Assessment centres:

10) Background test.

Job Satisfaction

↳ It is defined as the level of contentment of employees feel with their job. These goes beyond their daily duties to covers satisfaction with team members, managers satisfaction with organizational policies and the impact of their job and employee personal life.

Job enrichment:
 ↳ Job enrichment is a method for increasing employees enthusiasm and commitment by increasing the scope of their job. Engage employee more fully. Job enrichment involves making the work more meaningfully. Full job enrichment is a process that is characterized by adding dimension to existing job to make them more motivating.

Reward System in an organization:

i) Job effort and performance:
 ↳ Following expectancy theory, employees effort and performance would be expected to increase when they felt that rewards were contingent upon good performance. Hence, reward system is a very basic motivational function.

ii) Attendance and retention:
 ↳ Reward systems have also been shown to influence an employees decision to come to work as to remain with the organization.

Punishment System in an organization:
 ↳ Punishment in the work place includes requiring an employee to complete the given task, making threats of lowering, verbal or written reprimands, pay cuts, demotion or suspension for the work. Punishment can be demotivating and mental torture for the workers.

Method of improving motivation:

i) Recognize great work: One of the most important factors that contribute to employee motivation is how often their hard work gets recognized.

ii) Set small measurable goals: setting clear achievable goals provides a real boost of motivation each time one is completed and it keeps teams on the right track.

iii) Encourage team work: one of the best ways to encourages team work is to start at the foundation with a working agreement.

iv) Staying positive: It turns out that happiness and positively play a greater role in the success of our business than never imagine.

v) Taking regular break:

↳ Setting all pay is good focus and neither is working nonstop taking a short break every hour or two can have a positive effect on both our mind & body.

vi) Staying healthy:
 ↳ Make sure the policies we are instituting are not keeping people from taking the times we need to stay healthy.

Manager as a leader:

↳ If a manager is a good leader, their workers will be willing to follow their lead, they will trust them and they will have a more positive experiences discover the different characteristics of leader & managers and how can we work to harness both and successful direct teams in our organization.

Explain McGregor's theory X and Y of motivation?

↳ This theory is developed by McGregor. It is also known as negative and positive theory of the motivation.

↳ Theory 'Y' is the factor of positive motivation and theory 'X' is the factor of negative motivation.

Theory 'X'	Theory 'Y'
↳ Demotion	↳ Promotion
↳ Transfers to remote area	↳ Recognition
↳ fines	↳ Advancement
↳ Pay cuts	↳ Cash award
↳ Threating	↳ Autonomy
	↳ Authority

For theory 'X':
 ↳ Theory 'X' is based on assumptions regarding the typical workers:

↳ This management style assumes that the typical worker has little ambition, avoids responsibility, and is individual goal oriented.
 ↳ In general theory 'X' style managers believe their employees are less intelligent, lazier and work solely for a sustainable income.

For theory 'Y':
 ↳ Theory 'Y' managers assume employee are internally motivated, enjoy their job, and work to better themselves without a direct reward in return.

↳ Employees additionally tend to take full responsibility for their work and do not need close supervision to create a quality product.