

Organization?

1
An organization is an entity - such as a company - institution or an association comprising one or more people and having a particular purpose.
Organization refers to a collection of people, who are involved in pursuing defined objectives.

Management?

Management is the process of getting things done through others with the help of some basic activities like planning, organizing, directing, coordinating and controlling to achieve the desired goals & objectives of the basic for every organization.

Needs of management?

→ For effective utilization of human resources as well as physical resources.
→ To solve conflict.
→ For maintaining peace and development.
→ To improve competition.
→ To achieve institutional goal and objectives.
→ To keep relation among individuals.
→ For successful operation of an organization.

Job analysis?

Job analysis refers to a systematic process of collecting all performance about a specific job, including skill requirements, roles, responsibility and process in order to create a valid job description.
Job analysis also gives an overview of the physical emotional & relate human qualities, required to execute the job successfully.

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Explain different types of organization based on ownership?

There are 3 types of ownership organization:
1) Sole ownership business/organization.
It means exclusive ownership. It is an ownership so complete that no other person has any interest in the property.
It is a most popular form of ownership.
The business existence is entirely depend on the owner decision and all profit & losses subjected to the owner.
2) Partnership organization.
A partnership is a form of business where two or more people share ownership as well as the responsibility of managing the company and the income or losses the business generates.
Both owners invest their money, property, labor etc to the business and both liable for business debts to secure the agreement.
3) Joint stock company/ company ownership.
A joint stock company is a voluntary association of individual for profit, having its capital divided into transferable shares, the ownership of which is the condition of membership.
A company is an incorporated association of person formed usually for the pursuit of some commercial purpose.
4) Corporation.
Corporation is an organization then any income distributed to the shareholders as dividends as the personal income of owners.
Limits liability of the owner to debt or loss.
Personal assets can not be seized to pay for business debts. Establishing a corporation is very costly.

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Principle of management developed by Henri Fayol?

1) Division of work
2) Discipline
3) Scalar chain
4) Order
5) Equality
6) Stability of staff
7) Initiative
8) Centralization
9) Remuneration
10) Unity of command
It means that an individual employee should receive address from one manager and that the employee is answerable to that manager.
11) Unity of direction
All employees deliver the same activities that can be like to the same objectives. All activities must be carried out by one group that forms a team.
12) Authority and responsibility
In order to get things done in an organization management has the authority to give others employees the responsibility can be traced back from performance and it is therefore necessary to make agreement about this.
13) Subordination of personal interest
Personal interest are subordinate to the interests of the organization the primary focus is on the organizational objectives and not one here of the personal.
14) Esprit de corps.

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Define human resource management? write down manpower selection process?

Ans: Human resource management (HRM)
Human resource management is the strategic approach to the effective and efficient management of people in a company or organization.
It helps their business gain a competitive advantage.
Ans: manpower selection process:
1) Application form
It is a comprehensive documents which gives information about candidates in a systematic manner.
2) Primary interview/ preliminary
It is used to eliminate candidates who do not meet the minimum eligibility criteria laid down.
3) Medical examination
Medical test are conducted to ensure physical fitness of the potential employees.
4) Final selection decision
A reference check is made about the candidates selected and then finally he/she is appointed by given a formal appointment letter.
5) Waiting test
Various written tests conducted during selection procedure are aptitude test, intelligence test, reasoning test, personality test etc.
6) sanction of application form.
7) Background investigation.
8) Psychological test.
9) Placement of manpower.
10) Introduction of organization.

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How can we socialize new employees in an organization?

Employees socialization is the process by which new employee understand the company's policy, the internal culture, how the company hierarchy works and the ways to function effectively in the organization.
They are 3 distinct stage in the employees socialization process:
1) Pre-arrival stages
This stages recognizes that every individual employees comes with set of value and hope during the selection process most organization inform their prospective candidates about the process of socialization.
2) Encounter stage
Here the employees bump into the real working condition of the organization. For example the expectations of the job, coworkers, immediate seniors and the business as a whole.
If the expectation conform to be more or less correct this stages reaffirms the employees of the perception generated in past.
3) Metamorphosis stage
The new employees in this stage will work out solution to meet any problem at this stages the new employees will have become comfortable with their job and the team members.

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Explain source of employee selection (Recruiting) source?

They are two types of recruiting source:
A) Internal source:
1) Promotion: The promotion policy is followed as a motivational technique for the employees who work hard and good performance.
2) Retirement: The retired employee's may be given the external in their service in case of non-availability of suitable candidates for the post.
3) Former employee: former employee who had performed well during their tenure may be called back and higher wages and incentives can be paid to them.
4) Transfer: employee may be transferred from one department from another where the post became vacant.
B) External source:
1) Press advertisement: A wide choice for selecting the appropriate candidates for the post is available through these source.
2) Campus interviews: It is the best possible method for companies to select students for various educational institutions.
3) Placement agencies: A data bank of candidates is sent to organization for their selection purpose and agencies get commission from them.
4) Walk in interviews
These interviews conducted by companies on the specific day and time and conducted for selection.

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Explain disciplinary problems faced by the manager?

Attendance related problems:
Attendance is critical in many customer-facing jobs. Poor attendance saps the morale of employees, costs employees overtime expenses, and reduces employee engagement.
Poor attendance takes supervisory time and attention and often results in disciplinary action.
Job behaviour problems:
Job behaviour issues are issues that arise from inappropriate behavior on the job. Such behaviour can cause an individual to be disciplined, passed by for promotions or even fired.
Tardiness, late arriving.
Dishonesty problems:
Dishonesty in the work-place includes employee theft, submitting incorrect time sheets, lying to managers and co-workers, and unethical conduct such as harassment or drug abuse. When a small business experiences dishonesty in the workplace it can result in lost revenue, a drop in productivity and lower moral.
Outside Activities problems:
These are these disciplinary problems that will take place outside organizational environment.
These are therefore, also called off-the-job activities. They are resulted from activities of employees outside of their work and adversely affect the work performance. Unauthorised strikes, wage garnishing, decorating outside criminal activities working for competitors are the example of outside activities.

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Explain Maslow's need theory of motivation?

The most popular theory of motivation is Abraham Maslow's need hierarchy theory.
According to him, motivation starts with human needs. Human are motivated to fulfill their need. He classified human need into 5 kinds.
1) Physiology needs:
Those needs required for human survival such as air, food, water, shelter, clothing and sleep.
As a manager we can provide responsible work house and necessary breast to use both room and eat and drinking.
2) Safety needs:
Those needs that provide a person with a sense of security and well-being: personal security, financial security, good health and protection from accident harm and their adverse effects are all included in safety needs.
3) Social need:
Social needs are important to human so that they do not feel alone, isolated and depressed. Friendship, family and intimacy all work to full fill social needs.
4) Esteem (ego) need:
It refers to the need for self-esteem and respect with self-respect being slightly more important than respect from others and admiration.
5) Self-actualization needs:
It refers a person need to reach his/her full potential. As a manager we can count for this need by providing challenging work and given the flexibility and autonomy in their job.

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Explain Herzberg's two factor theory of motivation?

1) Hygiene (or maintenance) factors:
a) Company's policy
b) Supervision
c) Relationship
d) Work condition
e) Remuneration
f) Security
These factors are those job factors which are essential for existence of motivation at work-place. These do not lead to positive satisfaction for long-term but if these factors are absent, hygiene factors include any company policy and administrative policy, fringe benefit, physical working conditions, status, interpersonal relation, job security.
2) Motivational factors:
a) Achievement
b) Recognition
c) The work itself
d) Responsibility
e) Advancement
f) Growth
According to the Herzberg, the hygiene factors can not be regarded as motivation. The motivational factors yields positive satisfaction these factors motivates the employees from supervised performance-motivational factors measures.
Recognition, sense of achievement, growth and potential appropriate responsibility manufacturing of the work.

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