

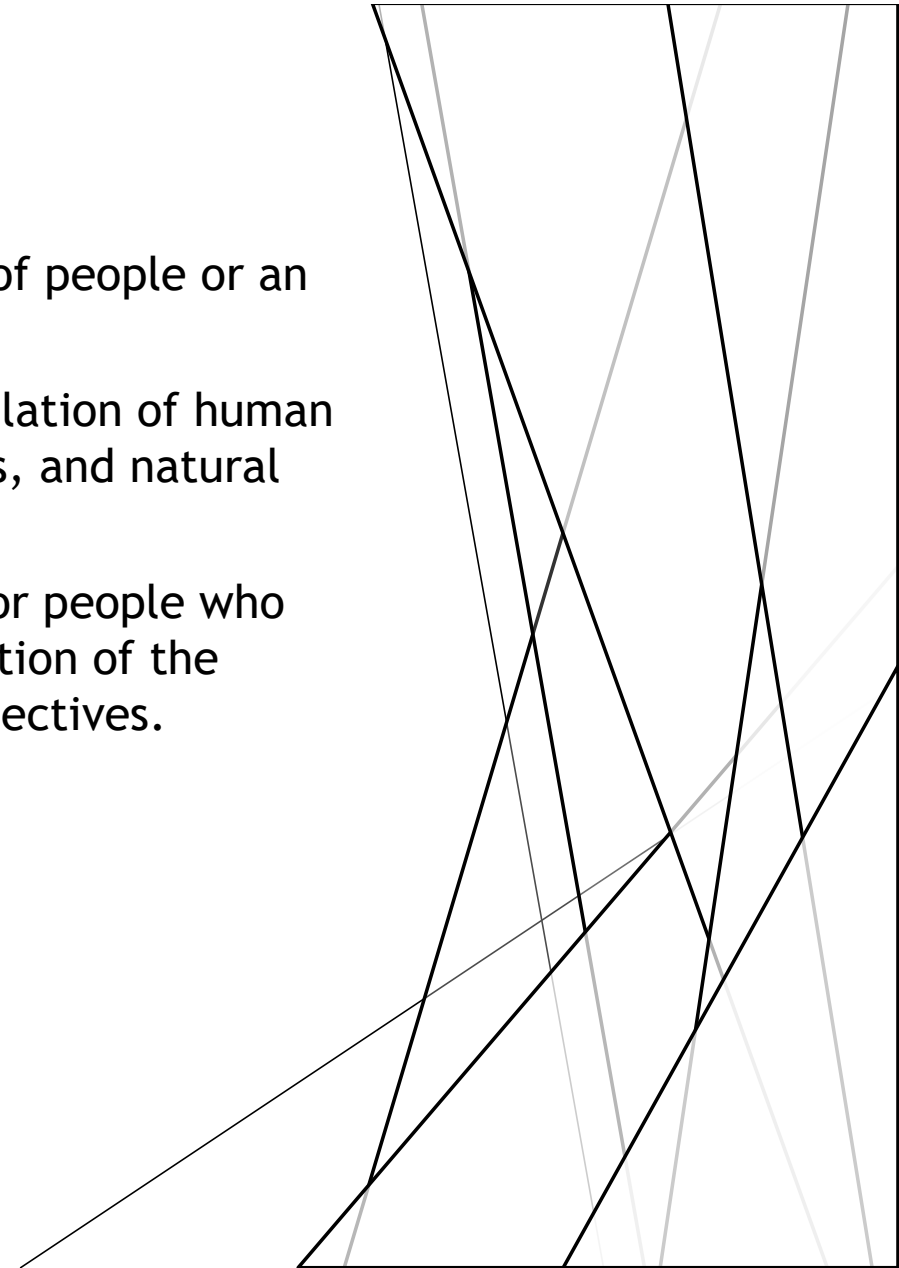


Principles of Management(Unit1)

By- Akanksha Tiwari

Definition of Management

- ▶ Management means directing and controlling a group of people or an organization to reach a goal.
- ▶ Management often means the deployment and manipulation of human resources, financial resources, technological resources, and natural resources.
- ▶ In other word Management can also mean the person or people who manage, the managers, the organization and coordination of the activities of a business in order to achieve defined objectives.



Definition of Management

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According to Harold Koontz

"Management is the art of getting things done through and with people in formally organized groups."

1- Definitions:

According to James L Lundy

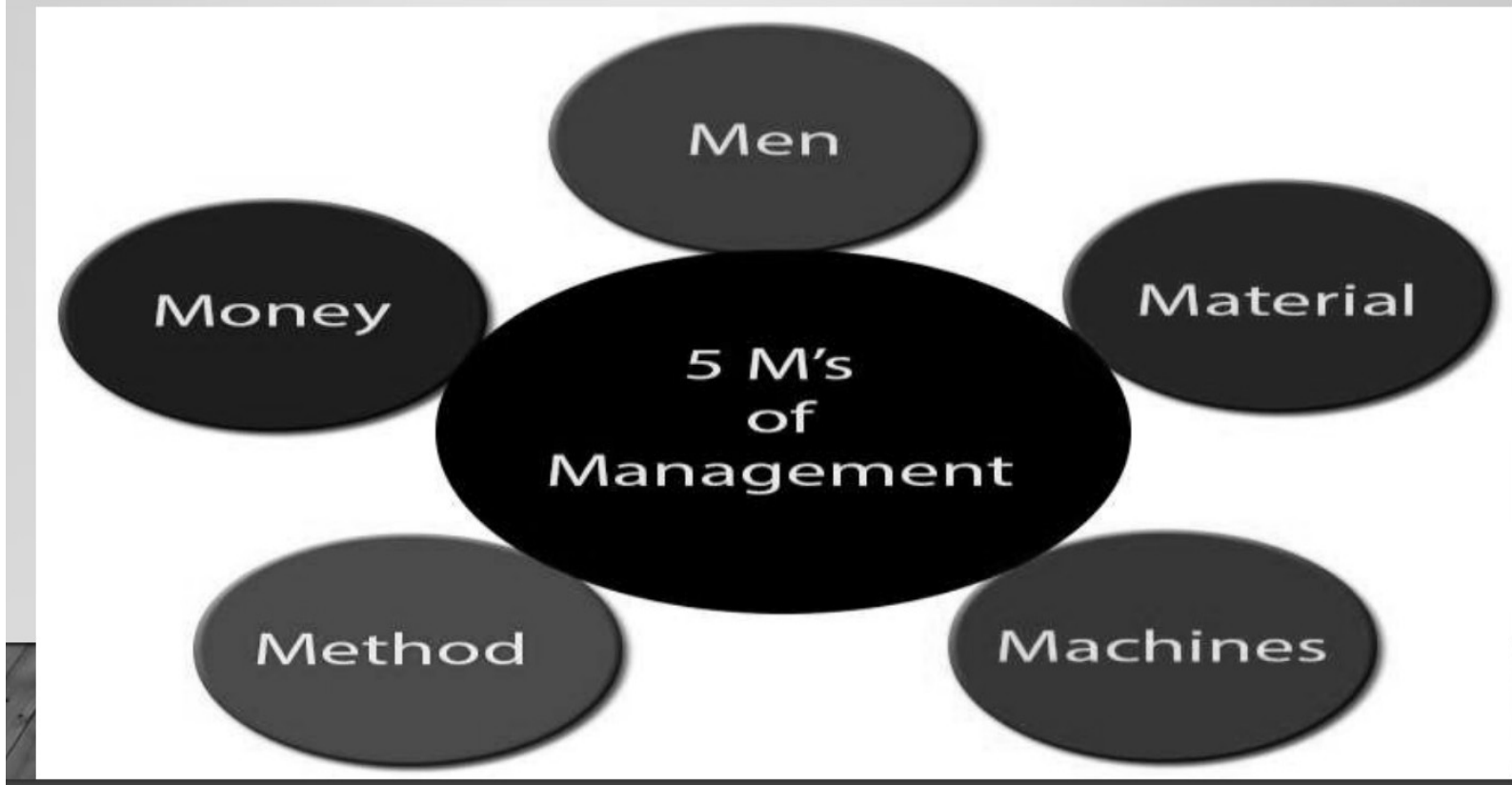
"Management is principally the task of planning, coordinating, motivating and controlling the efforts of others towards a specific objective".

According to Peter F Drucker

"Management is a multi-purpose organ that manages a business and manages managers and manages workers and work".

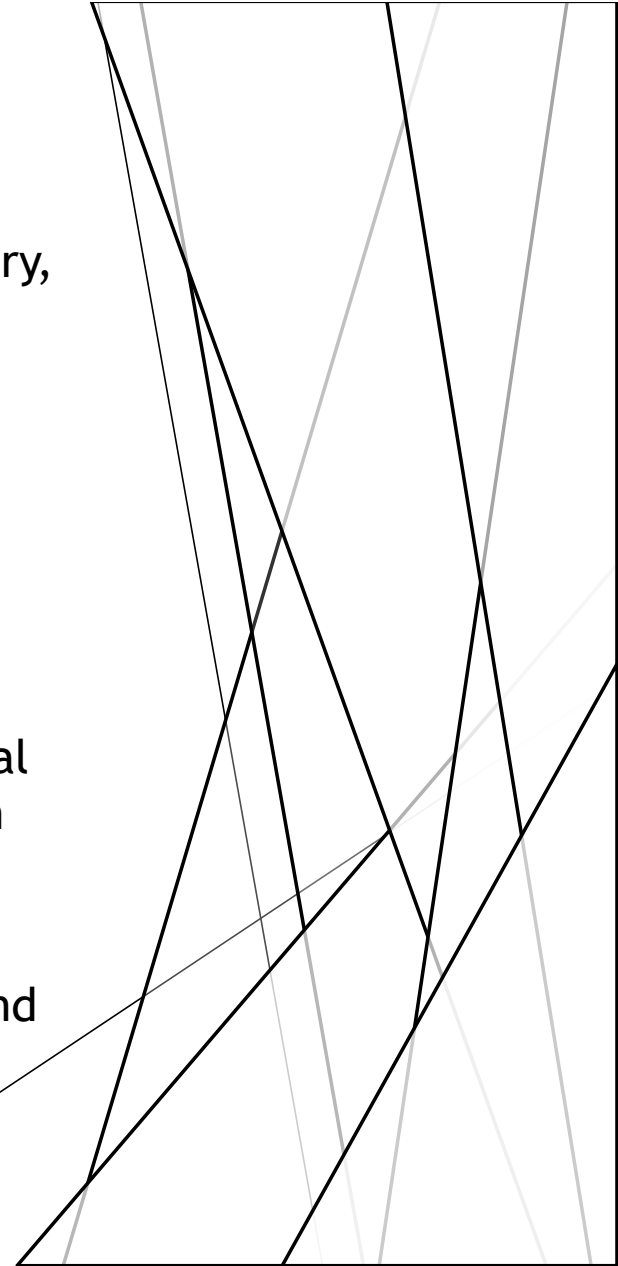
5 M of Management

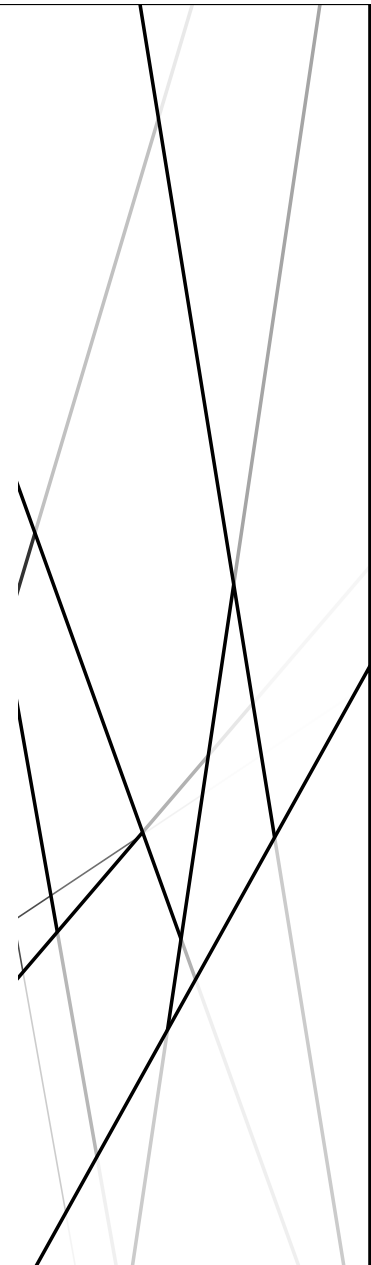
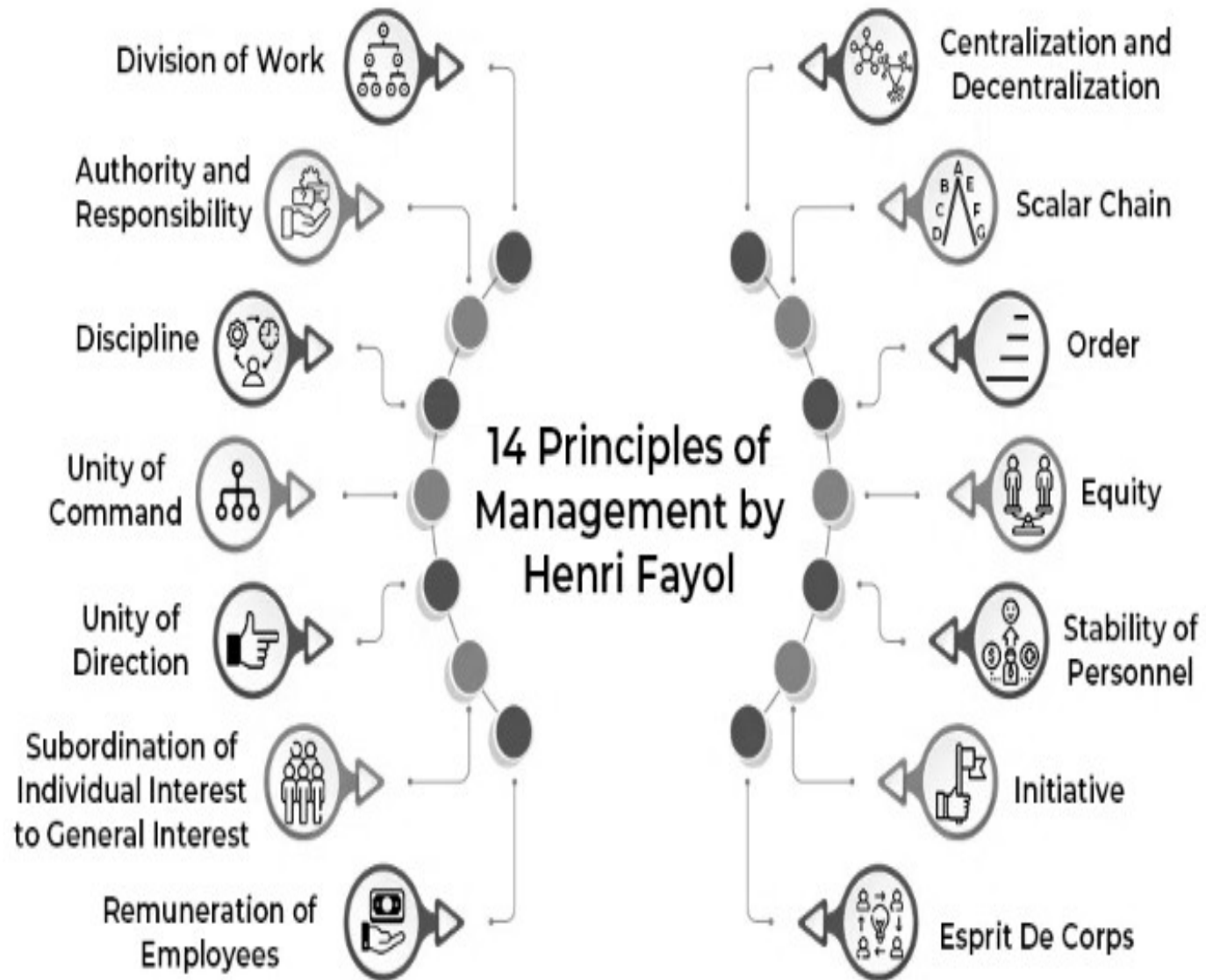
In other words, it is concerned with **optimally using 5M's, i.e. men, machine, material, money and method**



Henri Fayol's 14 Principles of Management

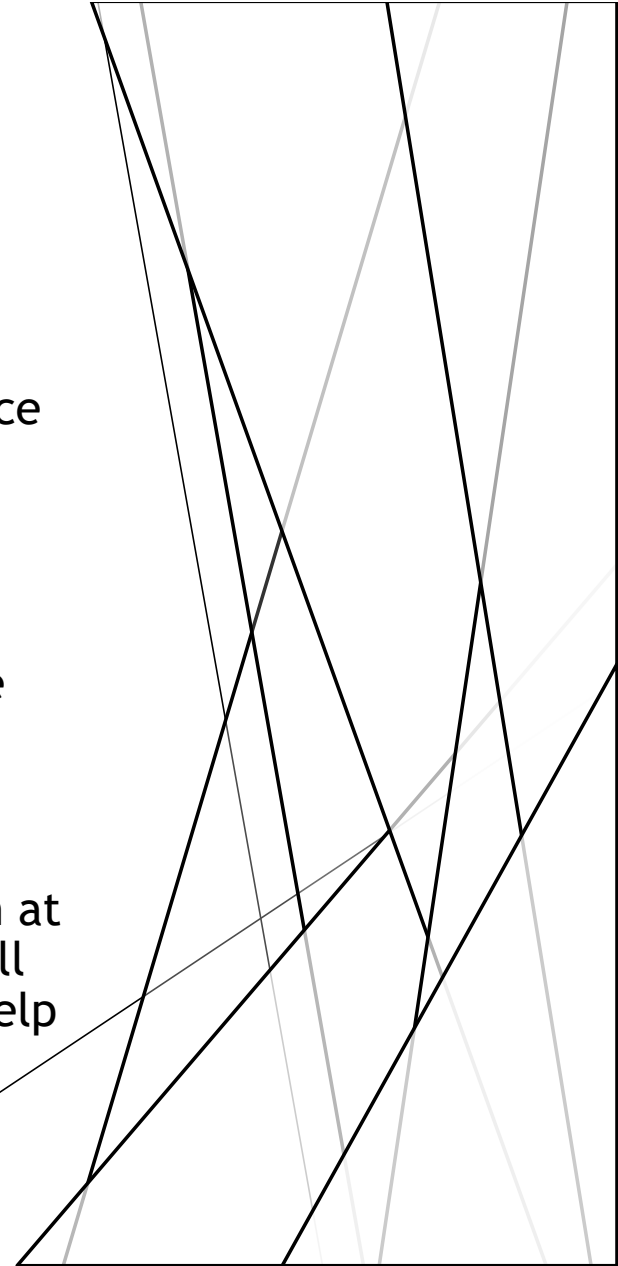
- ▶ Henry Fayol, also known as the Father of Modern Management Theory, gave a new perception on the concept of management.
- ▶ He introduced a general theory that can be applied to all levels of management and every department . it is practiced by the management to organize and regulate the internal activities of an organization.
- ▶ Principles of Management are like a guidebook for leaders to run a company well. They help managers make plans, organize tasks, and motivate teams, and, they serve as frameworks for managers to deal with the difficulties of leading people and achieving goals within an organization.
- ▶ Principles of Management cover a diverse range of concepts and practices that aim to optimize resources, encourage innovations, and improve performance.





14 Principles of Management

- ▶ 1.Division of Work - It refers to dividing the work into different individuals. Fayol recommended that work of all kinds must be divided and allocated as per ability, qualification, and experience of individuals
- ▶ 2.Authority and Responsibility - There should be a proper balance between authority and responsibility. Authority is the duty, which a subordinate is expected to perform. Authority and responsibility go hand in hand. Authority without responsibility leads to irresponsible behavior, while responsibility without authority will make a person ineffective.
- ▶ 3.Discipline - Discipline refers to obedience to the rules and regulations of the organization. Discipline requires good supervision at all levels of management. According to Fayol, good supervision at all levels, clear and fair rules, and a built-in system of penalties will help to maintain discipline. It is a must for all levels of management.



14 Principles of Management

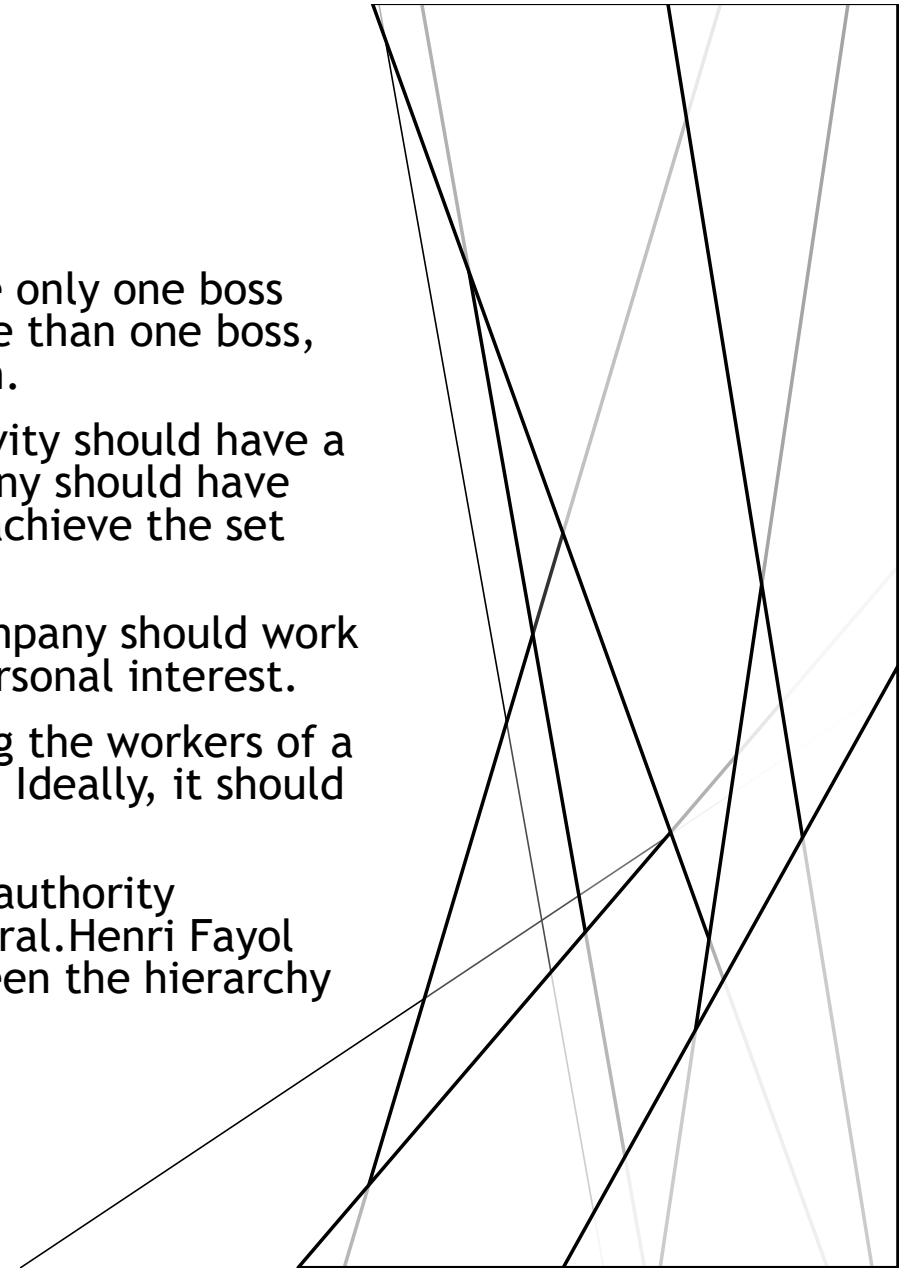
4. Unity of Command- This means an employee should have only one boss and follow his command. If an employee has to follow more than one boss, there begins a conflict of interest and can create confusion.

5. Unity of Direction- Whoever is engaged in the same activity should have a unified goal. This means all the people working in a company should have one goal and motive which will make the work easier and achieve the set goal easily.

6. Subordination of Individual Interest- This indicates a company should work together towards the interest of a company rather than personal interest.

7. Remuneration- This plays an important role in motivating the workers of a company. Remuneration can be monetary or non-monetary. Ideally, it should be according to an individual's efforts they have put forth.

8. Centralization- In any company, the management or any authority responsible for the decision-making process should be neutral. Henri Fayol stressed on the point that there should be a balance between the hierarchy and division of power.



14 Principles of Management

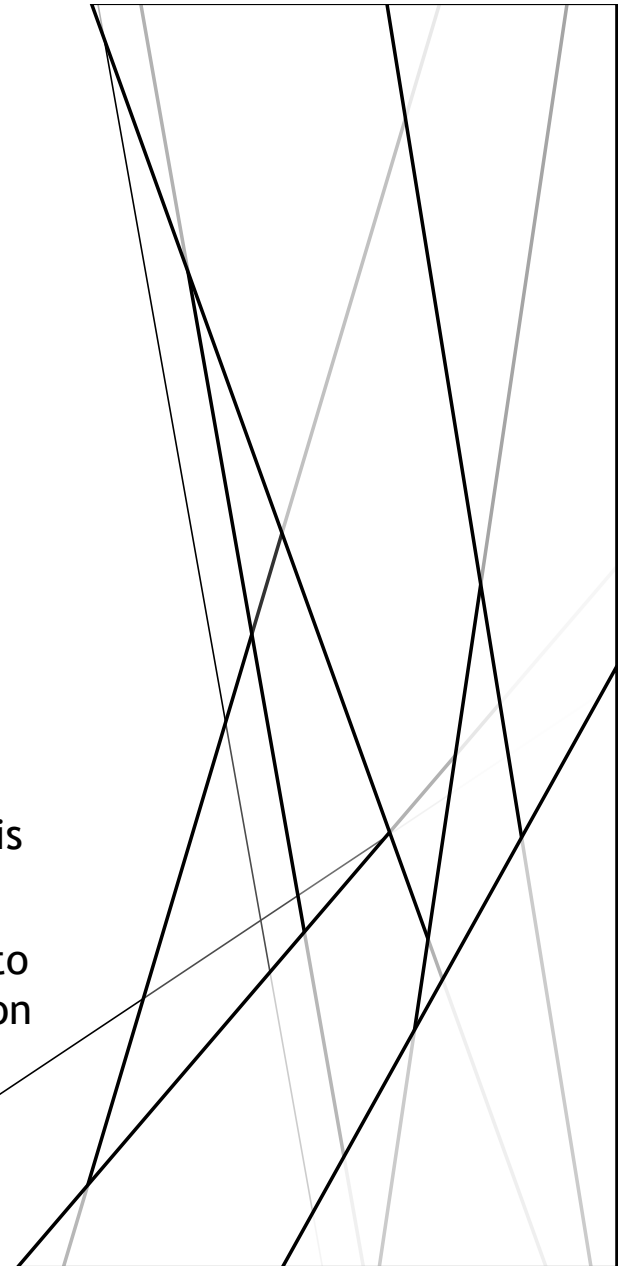
9. Scalar Chain- Defines a clear line of communication and authority within an organization. It's a hierarchical structure that flows from the highest level of authority to the lowest. This is necessary so that every employee knows their immediate senior also they should be able to contact any, if needed

10. Order- A company should maintain a well-defined work order to have a favorable work culture. The positive atmosphere in the workplace will boost more positive productivity.

11. Equity- All employees should be treated equally and respectfully. It's the responsibility of a manager that no employees face discrimination.

12. Stability- An employee delivers the best if they feel secure in their job. It is the duty of the management to offer job security to their employees.

13. Initiative- The management should support and encourage the employees to take initiatives in an organization. It will help them to increase their motivation and morale.



14 Principles of Management

14.Esprit de Corps- It is the responsibility of the management to motivate their employees and be supportive of each other regularly. Developing trust and mutual understanding will lead to a positive outcome and work environment. Esprit de Corps is a French word which describes a sense of unity, shared purpose, and pride in belonging to a group.

conclusion- the 14 Principles of Management the pillars of any organisation. They are integral for prediction, planning, decision-making, process management, control and coordination.

