

Mid - 1 Examination

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Subject :- FME Year & Sem :- 3rd 2nd Date :- 05/05/2021

1) Management :- Management is the combination of organizational goals in an effective and efficient manner with the help of planning, organizing, staffing, directing and controlling organizational resources.

Functions of Management :-

- (i) Planning
- (ii) organizing
- (iii) Staffing
- (iv) Directing
- (v) Controlling

Planning :- ~~It~~ It is defined as the to determine the objectives and formulating the methods to achieve them.

Types of planning :-

- (i) Purposes (or) missions
- (ii) Objectives :- It is the ultimate goal.
- (iii) Strategies :- program of action.
- (iv) Policies :- general statement of understanding.

(v) Procedures :- Its a set of related steps.

(vi) Programs :- Comprehensive plan that includes future use of different resources.

(vii) Budgets.

Process of Organizing :-

Division of Work.

Assign Tasks.

Link Departments.

Centralization (or) Decentralization

Staffing :-

It is defined as the No. of employed and there allocations for work.

Directing :-

* It provides Maximum opportunities.

* Provides proper Motivation of personal.

Controlling :-

* Feed Forward Control.

* Concurrent Control.

* ~~Feed~~ Feedback Control.

Steps in Control process :-

* Measure Actual process

* Establish standards of Performance.

2) Scientific Management:- The systematic study of relationships b/w people and tasks for the purpose of redesigning the work process to increase the efficiency of org.

Major principles:-

- Separate planning from doing.
- proper scientific selection and training of workman should be done.
- The financial bonus should be given to the workers in order to boost their productivity and motivate them to perform well.

System approach:-

It considers the organization as a dynamic and interrelated set of parts. Each part represents the a department or sub-system. Each department has its sub-system. Continuous & effective interaction of subsystem helps to attain the goals of the larger system.

Part-B (Objective)

- 1) C
- 2) C
- 3) B
- 4) D
- 5) C
- 6) A
- 7) B
- 8) A
- 9) C
- 10) C