

TEJAS TRIPATHI

Basic Management

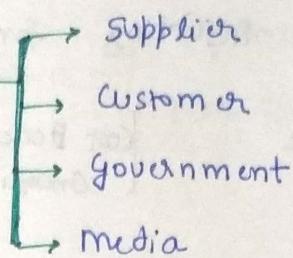
Class Notes

16 Jan 2018

(Wednesday)

! Examples!

[organization]:



[management]:

- Specific organ of organization that has responsibility to deliver results consistently.
- Process that drives an organization towards its performance
- People with authority to plan, organize, lead and control diff. organizational activities.
- Applied Discipline
- Profession.

Management functions :

{ Planning,
Organizing,
Controlling,
Leading .

→ Vision and Mission

↳ Help us react to changing markets/
environments.

- Planning → Resource allocation (Objectives ...)
- Organizing → "Responsibility"
- Controlling → Adjusting for prospective failures.
 - Real time [Cost Benefit Analysis]
 - Planned

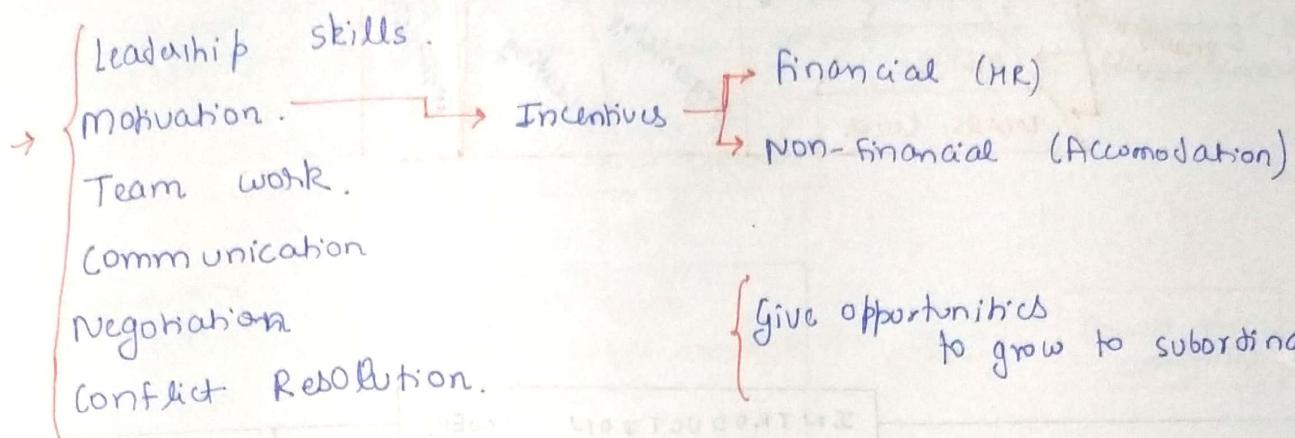
- Leading →
 - [Amit Shah → Manager] → (3) Good planning, administration, (IAS)
 - [N. Modi → Leader ...] → Good in convincing
- [Leadership ability is accessed by subordinates!]

- Planning :
 - { Setting Objectives.
 - Formulating Strategies.
 - Policies.
 - Procedures.
 - Methods.

'Don't help in many real-time cases!'

- Organizing :
 - { Command, Responsibility, Authorities are spread.
 - Structure of Roles.
 - Organizational Structure
 - Departmentation
 - Span of control
 - Line & staff Relationship.

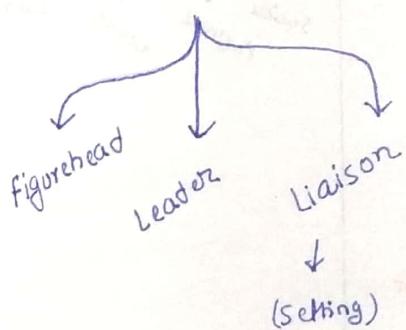
Leading :



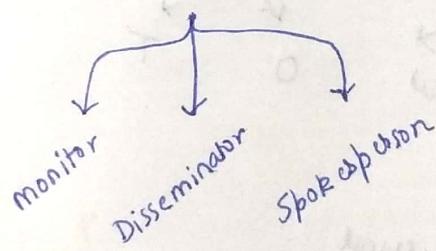
18 Jan, 2018 (Friday)

Managerial Roles

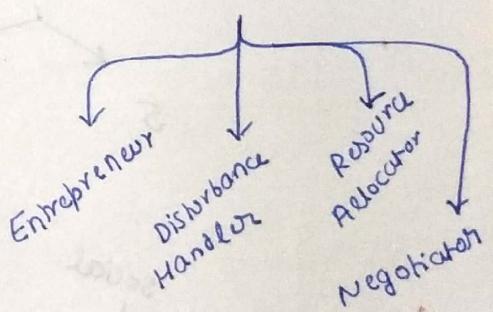
Interpersonal



Informational



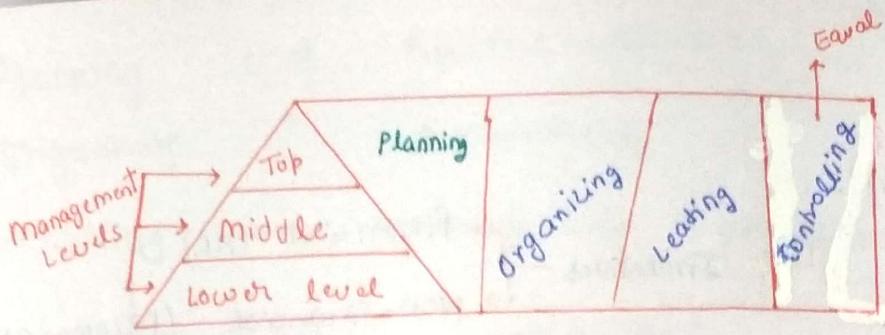
Decision



Managerial Skills

- Technical
- Conceptual
- Human

[Top level → more conceptual skills
first line managers → more technical skills]

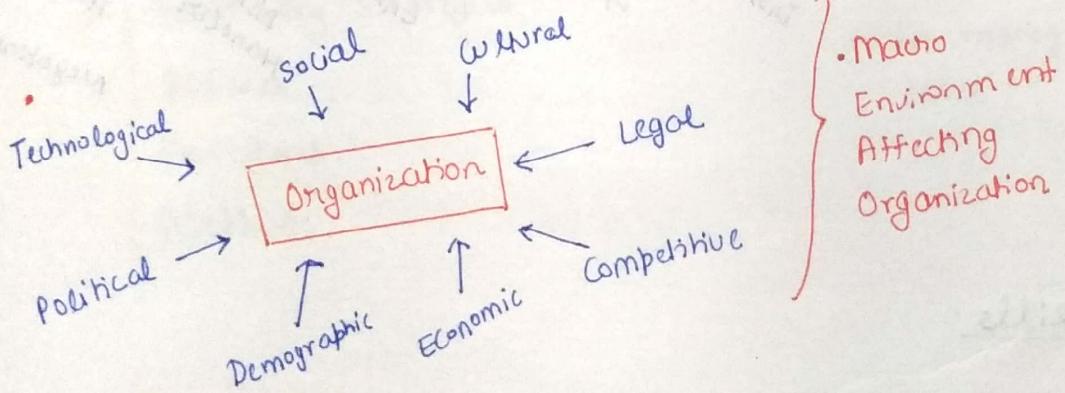
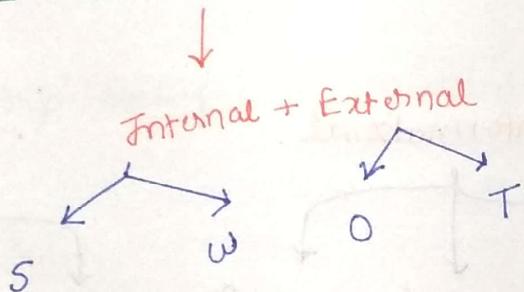


INTRODUCTION TO MANAGEMENT

SWAT
 S: Strength
 W: Weakness
 O: Opportunity
 T: Threat

Business Environment

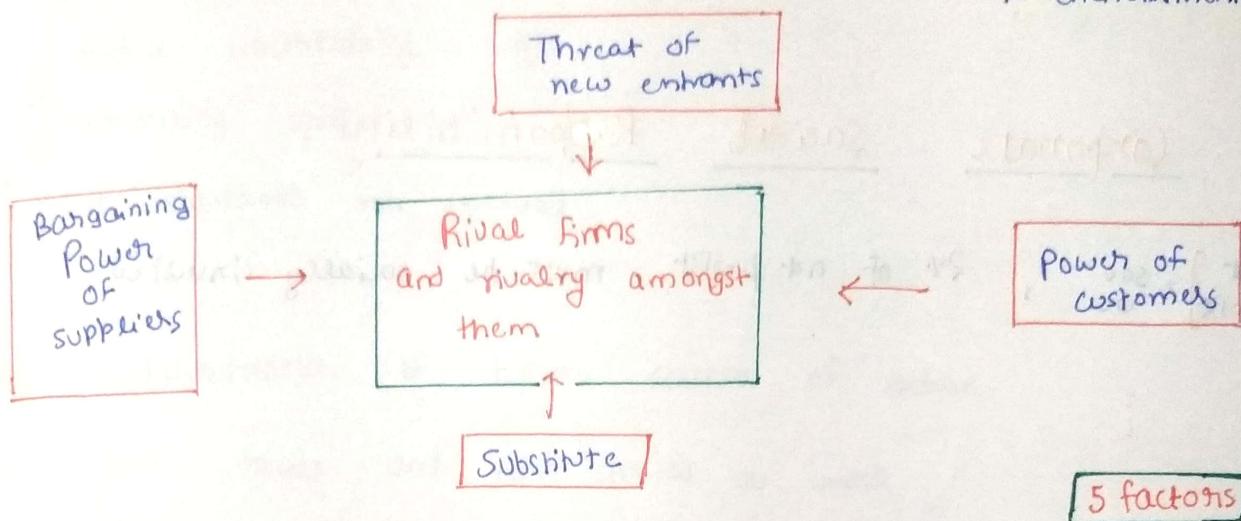
Environment



→ More than 25% inventory not allowed online for sale.

Michael Porter's Model → Competitive Diagnosis

→ Diagnosis for managers to identify competitive adv. & disadv. to chalk out strategies to achieve corporate goals by responding effectively to environmental forces



21/01/19 (Monday)

→ Inflation → Decreasing power of currency to purchase.
(Increasing pricing of commodities)

Corporate

Social

Responsibility:

IF $[net\ profit] > 500$ Cr, 2/3 of net profit must be socially invested

• Planning - A Tool for effective management [4]:

→ { Goal → [Accomplish in Total] → mission of organization
Objective → measurable yardsticks.

→ { Plans → symbol of aim. What steps to take.
Policies → set of statements / guidelines.

This is not our policy,

→ { Procedures → Plans
Rules → Principles
Strategies → Elaborate & systematic plan of action.

Purpose of planning

- Provide direction
- Reduce uncertainty
- minimizing waste
- Set standards for control.

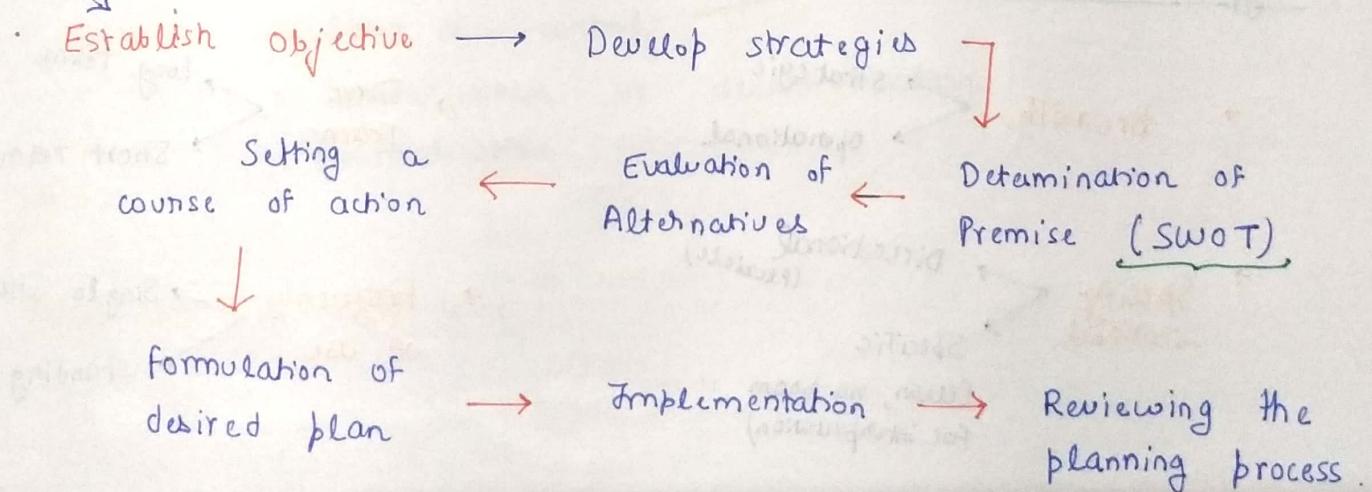
Planning : Determination of future course of action.

Benefits :

- { Goal focus and who should do work.
- Improve efficiency.
- facilitates to control.
- Coordination.
- Commitment
- Business success

Opportunities

Process



Aim : Increasing exposure to online

Objective : Increasing online sales to at least 10%.

Strategies : Coupons, cashbacks....

:

→ share
→ Revenue
→ Number

[Old people crowd to bring online → How?]

28 Jan, 2019 (Monday)

(polity) P103

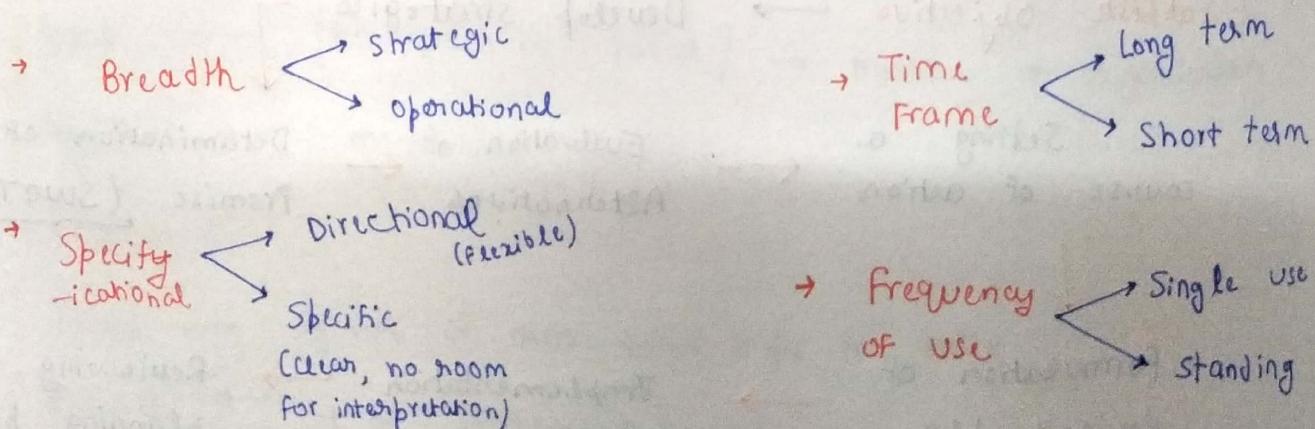
- { Easy day → Tier III & Tier IV
Big Basket → Tier III & Tier IV

- Strategies → ED : Using existing customers + Better service
→ BB : Discounts / Cashbacks + Advertisement

- Alternatives
 - Ease/Time
 - Adu
 - Discount

- Course of action
 - ⋮

Types of Plans



ORGANISING

= Arranging & structuring work to accomplish organisational objectives.

. Orgn structure : The formal arrangement within an orgn.

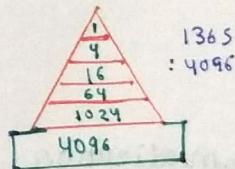
↳ power, authority and hierarchy.

- { Some have geographical structure.
- " " process based.
- " " domain-specific.
- " " combinations of above.
- " " non-conventional (boundary less, cross functional....).

30 Jan, 2019 (Wednesday)

. Organizational Design : A process involving decision about :

- I. Work specialization.
- II. Departmentalization.
- III. Chain of command.
- IV. Span of control.
- V. Centralization vs decentralization
- VI. Formalization.



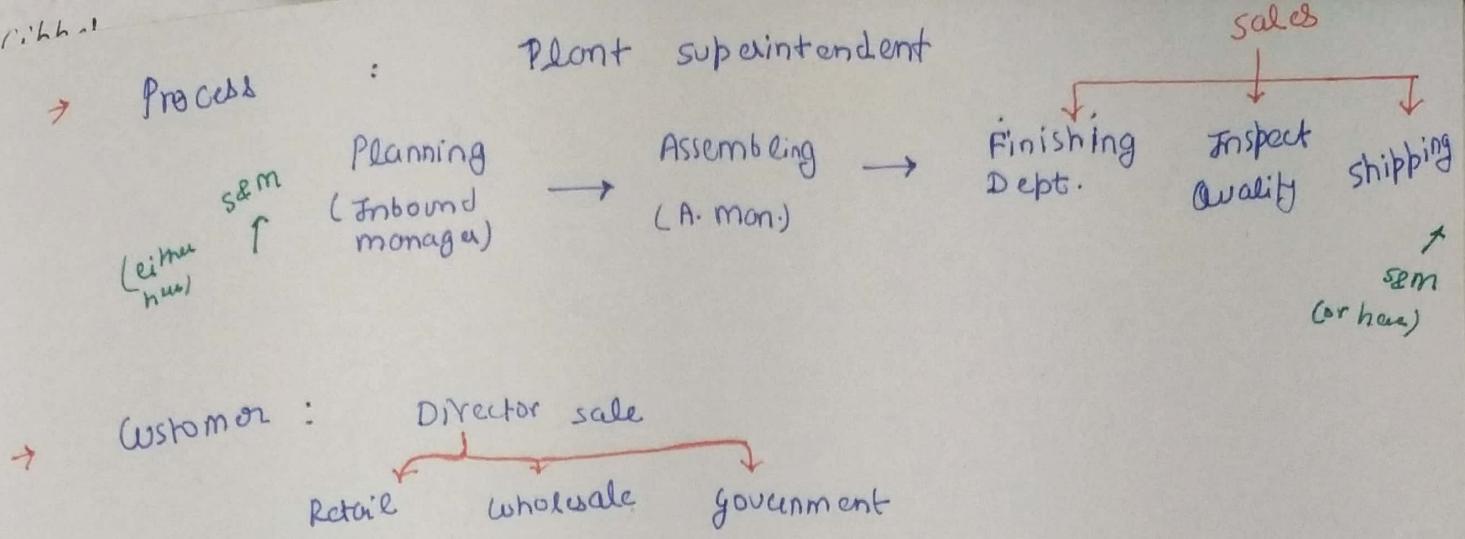
?

• Organizational Structure :

?

4 Feb., 2019 (Monday)

- Work Specialization : Task divided into separate jobs.
- Departmentalization : Functional, Product, geography, Process, Customer
- Chain of command
 - Authority
 - Responsibility
 - Unity of command
- Span of control : No. of employees who can be supervised.
- Centralization & decentralization : Degree to which authority and responsibility is shared.
- Formalization : Degree to which jobs are standardized;
 - (standardized)
 - Rules & regulations to control employee behaviour.
- Traditional Design of Organization:
 - Functional departmentalization.
 - = { Manager (Engg) , Manager (A/c) , Manager (Production) , Manager (HR) , Manager (Purchasing) }
 - Geographical (VP of roles) Departmentalization
 - (Role & Directory)
[Western, South, ...]
 - * [Finance → Source and allocation of fund.
Account → Tabulation of data]



New Contempory Designs:

- Boundary-less*
- Virtual Organization → Part time employee hired
 - Network " → outsource most of functions
 - modular " → Do assembling

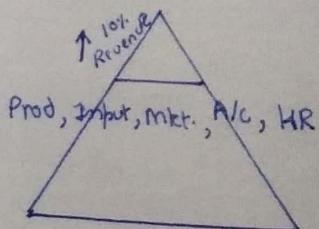
6 Feb. 2019 (Wednesday)

Controlling : Measurement and correction of performance in order to make sure that enterprise objectives and plans devised to attain them are accomplished.

Basic controlling process :

- Establishing standards
- Measuring performance against standards.
- Correcting variance from standard and plans.

* MBO = Management by objectives



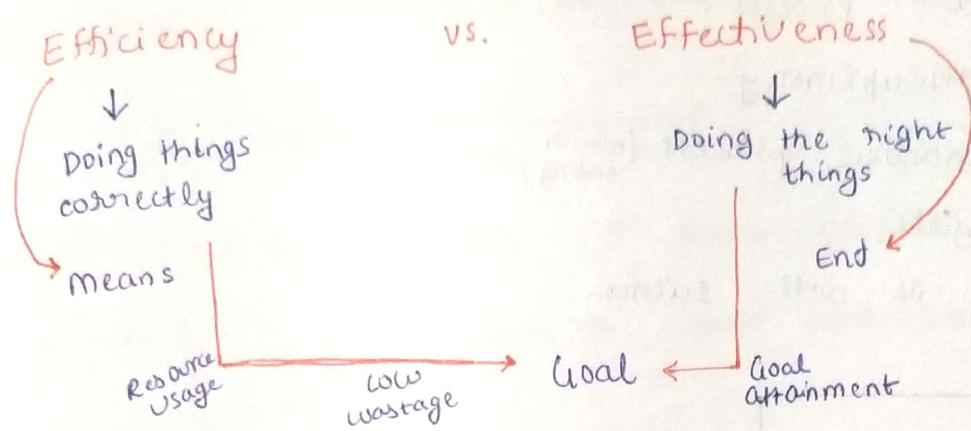
- Additional staff
- Fixing
- Selection, Training
- Role clarity

13/08/18

Monday

{ Additional NOTES
(VII SEM) }

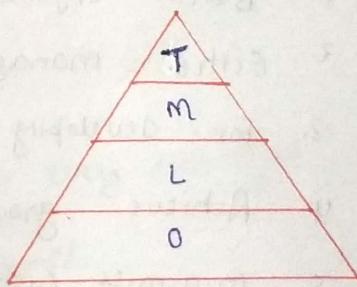
- Management is getting things done efficiently and effectively through and with the help of others.



- Organization : Group of people working towards a common goal.

- Characteristics

- goal
- structure (hierarchy)
- people



- Managerial skills :

- Technical → specialization, knowledge
- Humane → conflict management, grievance handling, interpersonal skills, communication skills
- Conceptual → optimizing situations

- Managerial Roles :

- Interpersonal → Figurhead, Leader, Lysen (2)
- Informational → monitor, Disseminator, spokesperson
- Decisional → Entrepreneur, Disturbance handler, Resource Allocation, Negotiator

Nature of Management:

1. Goal-oriented.
2. Universal Activity.
3. Integrative Force.
4. A Social Process.
5. Multidisciplinary.
6. A continuous process (never ending).
7. Intangible.
8. Art as well science.

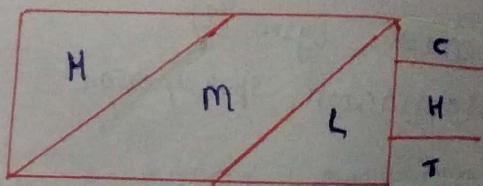
H/w

→ 200 words summary

→ Go Topic

Goal of management

1. Better organization
2. Either manage or be managed.
3. for developing managerial skills & insights into individuals.
4. Achieve group goals.
5. minimise cost.
6. Survive and grow
7. Generate employment
8. Development of the nation
9. Optimize Resources.



20/08/18

Monday

L

Approach to Management:

1. scientific Management {F.W. Taylor}

2. general Management/Administrative Theorists {Henry Ford} {max Weber}

↳ [14 principles of management]

I → (a) Division of work → among individuals & groups.

(b) Authority → power to extract obedience.

(c) Discipline

(d) Subordination of individual interest to the general interest.

(e) Remuneration → correctly deciding pay.

(f) Centralisation / Decentralisation balance.

(g) Scalar chain principle.

(h) Order

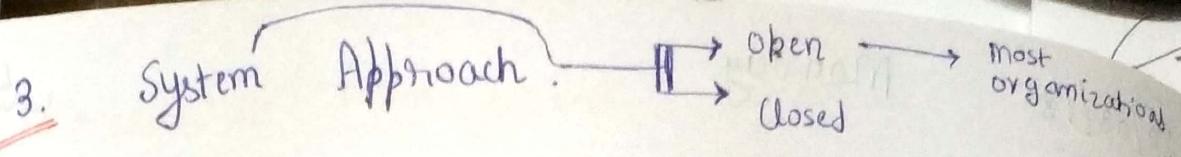
(i) Equity → Equality, fairness to every individual.

(j) Stability of tenure of personnel.

(k) Initiative

XIV → (l) Esprit de Corps.

In between
→ Unity of Command.
→ Unity of Direction.



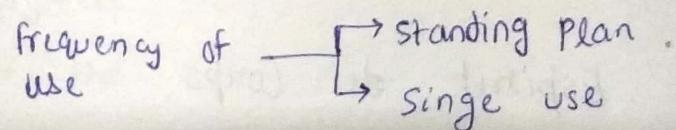
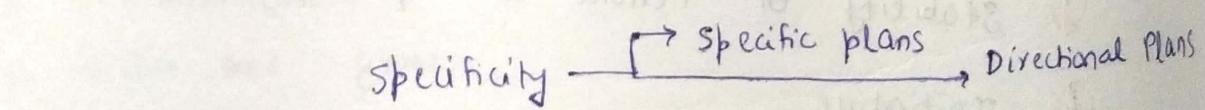
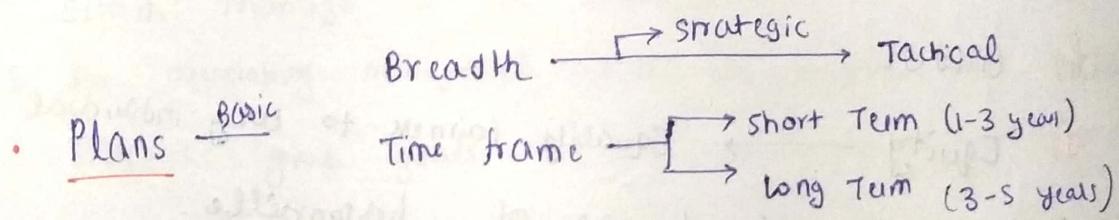
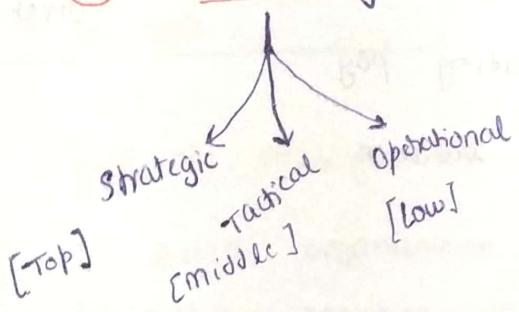
4. Quantitative Approach

5. Organizational Behaviour (O.B.)

6. Contingency Approach

• Functions of Organization (POLC) :

1. Planning : Vision & Mission , Goals, objectives, Policies, procedure, Budgets, Programs



Thank you

