

SOLAPUR EDUCATION SOCIETY'S

S.E.S. POLYTECHNIC, SOLAPUR

Samrat Chowk, Solapur



C E R T I F I C A T E

This is to certify that **Suvarnalaxmi Lambture (3502)** of Sixth Semester of Diploma in Computer technology of Institute **Solapur Education Society's Polytechnic, Solapur (0095)** has satisfactorily completed micro-project titled **A Study of Controlling Methods** in subject "**Management**" (22509) for academic year 2021-2022 as prescribed by Maharashtra State Board of Technical Education, Mumbai.

Place: Solapur

Enrolment No:1900950046

Date: / 05 / 2022

Exam Seat no:

(Mr. Patil M.C.)
Staff In-charge

(Mr. Patil M.C.)
Head of Dept

(Bhawtankar A.A.)
Principal
S.E.S. Polytechnic,
Solapur

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Micro Project Report

Program: Computer Technology
Course (Code): Management (22509)
Academic Year: 2021-2022
Semester/Scheme: 6th I
Title of microproject: A Study of Controlling Methods
Name of the teacher: Mr. Patil M.C

Group Member:

Suvarnalaxmi Lambture

Roll No.

3502

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Program: Computer Technology

Annexure I

Rubric Evaluation of Microproject

Title of Microproject: **A Study of Controlling Methods**

Sr.no	Roll No.	Name of Candidate
1	3502	Suvarnalaxmi Lambture

Sr. No	Criteria	Marks Obtained (Out of 2)	Indicators for different level of Performance (Evaluation Scale 0 to 2)		
			Poor (0)	Average (1)	Good (2)
1	Submission of Project proposal/Report		Not Submitted anything in time	proposal or project report submitted in time	Project proposal & project report submitted in time
2	CO/Microproject mapping		Not attained any CO/Micro.Pro.	Attained some CO/ Micro.Pro.	Attained maximum CO/ Micro.Pro.
3	Content of project/Formatting		Not contains relevant information	Contains some relevant information	Contains maximum relevant information
4	Total Marks (06)				
5	Question/ Answers (04)				
Out of (10)					

Name & Sign of Teacher

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Program: Computer Technology

Micro Project Proposal

Academic Year:2021-2022

Class: CM 6I

Course: Management

Course Code:22509

Roll No:3502

Exam Seat no:

Title of Microproject: **A Study of Controlling Methods**

Sr.no	Roll No.	Name of Candidate	Signature
1	3502	Suvarnalaxmi Lambture	

Key Points: Levels of management, Controlling methods, Eliminating gap between levels, achieving actual performance and goals

Stationary/ Material / Tool Required:

Software: OS: Windows 11, Documentation: Microsoft Word, Browser: Google Chrome

Learning material by MSBTE: Management(22509)

References:

<https://www.wisdomjobs.com/e-university/principles-of-management-tutorial-293/methods-of-control-9415.html>

<https://www.cliffsnotes.com/study-guides/principles-of-management/control-the-linking-function/organizational-control-techniques>

Book: Management By Pearson (Robbins Stephen P., Mary Coulter, Agna Fernandez)

Sign of Teacher

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Samrat Chowk, Solapur

Program: Computer Technology

CO/Microproject Mapping

Academic Year:2021-2022

Class:CM 6I

Course: Management

Course Code:22509

Roll No:3502

Exam Seat no:

Title of Microproject: **A Study of Controlling Methods**

Course Outcomes:

CO a	Use basic management principles to execute daily activities
CO b	Use principles of planning and organizing for accomplishment of tasks
CO c	Use principles of directing and controlling for implementing the plans
CO e	Apply principles of safety management in all activities
CO e	Understand various provision of industrial acts

Title of Microproject	CO a	CO b	CO c	CO d	CO e
A Study of Controlling Methods	✓	✓	✓	✓	✓

*put – (dash) if cannot mapped with CO

Sign of Teacher

Control in management

Control is a function of management which helps to check errors in order to take corrective actions. This is done to minimize deviation from standards and ensure that the stated goals of the organization are achieved in a desired manner

According to modern concepts, control is a foreseeing action; earlier concepts of control were only used when errors were detected. Control in management includes setting standards, measuring actual performance and taking corrective action the decision making

Control methods

METHODS of control

Control techniques or methods are generally described as either quantitative or non quantitative. Quantitative Methods Quantitative methods use data and various quantitative tools to monitor and control production output. Two common quantitative tools are budgets and audits

Managers can use six different control methods to regulate the behavior of individuals and units within their organization: personal controls, bureaucratic controls, output controls, cultural controls, incentive controls, and market controls. In practice, few managers rely on just one control method

The 3 types of control

A manager's toolbox should be equipped with three types of controls: feed forward controls, concurrent controls and feedback controls. Controls can focus on issues before, during or after a process

Different types of control techniques

Controlling helps the managers in eliminating the gap between organizations actual performance and goals. Controlling is the process in which actual performance is compared with the company standards. Comparing it gives the visibility that activities are performed according to strategy or not. If it is not performed then necessary corrective action should be taken. Let us learn more about Control Techniques in Management. There are different types of techniques which are divided into mainly two categories TRADITIONAL and MODERN techniques. Traditional types of techniques generally focus on non-scientific methods. On the other hand, modern techniques find their sources in scientific methods which can be more accurate. Management theorists and experts have devised several techniques over the years. They often divide these techniques into two categories: traditional and modern. Traditional types of techniques generally focus on non-scientific methods.

On the other hand, modern techniques find their sources in scientific methods which can be more accurate.

Following are the traditional techniques of control

1. Personal Observation

This is the most traditional method of control. Personal observation is one of those techniques which enables the manager to collect the information as first-hand information

2. Statistical Reports

Statistical reports can be defined as an overall analysis of reports and data which is used in the form of averages, percentage, ratios, correlation, etc., present useful information to the managers regarding the performance of the organization in various areas.

3. Break-even Analysis

Breakeven analysis is a technique used by managers to study the relationship between costs, volume & profits. It determines the overall picture of probable profit & losses at different levels of activity while analyzing the overall position.

4. Budgetary Control

Budgetary control can be defined as such technique of managerial control in which all operations which are necessary to be performed are executed in such a manner so as to perform and plan in advance in the form of budgets & actual results are compared with budgetary standards.

Following below are the modern techniques of control methods in management which are commonly used :-

I. Return on Investment (ROI):

Profits are the measure of overall efficiency of a business to the capital employed in a business efficiency is an important control device. If the rate of return on investment (shareholders funds) is quite satisfactory, it will be taken as a yard-stick of good performance

II. Programme Evaluation and Review Technique (PERT):

Programme evaluation and review technique (PERT) was first developed as a management tool for co-ordination and early completion of Polaris Ballistic Missile Project in USA resulting in a reduction of 30 per cent time in project execution. A contemporary of PERT is CPM (Critical Path Method) and was developed in connection with maintenance and construction work

III. Management Information System (MIS):

Management information system (MIS) is an approach of providing timely, adequate and accurate information to the right person in the organization which helps in taking right decisions. So MIS is a planned and organized approach to the transferring of intelligence within an organization for better management. The information is furnished into useful quantum's of knowledge in the form of reports. An effective system of MIS collects data from all possible sources

IV. Management Audit:

Management audit is an investigation by an independent organization to find out whether the management is carried performance out most effectively or not. In case there are drawbacks at any level then recommendations should be given to improve managerial efficiency. In the words of Leslie R. Howard, "Management audit is an investigation of a business from the highest level downward in order to ascertain whether sound management prevails throughout, thus facilitating the most effective

relationship with the outside world and the most efficient organization and smooth running internally.”

Skill Developed / learning out of this Micro-Project

The following skills were developed while performing and developing this micro-project-

- Good research skills: Because of this micro project we are able to search in a good way.
- Time Management: Timely completion of micro project as scheduled.
- Problem-solving: Develop good problem-solving habits.
- Technical writing: Preparing a report of the proposed plan and final report.

Application of this Micro-Project

o Problem solving the right skill set empowers managers to identify, face, and overcome various problems that might arise in the workplace. This first requires outstanding attention to detail. Top managers can spot emerging problems before they're apparent to everyone in the company and identify the root of the trouble.

o Analytical skills are also important in management. You should know what data is most relevant to your industry, how to gather it, and what the resulting numbers mean.

o Technical skills are more important for low-level managers than for those at the top of the chain. If you're angling for your first managerial spot, it's crucial that you demonstrate a keen understanding of the business as a whole. Many companies promote their managers from within for this very purpose.

o Innovation is a keyword for nearly every company. Your competitors are always striving to develop the best new products and services ahead of you. Businesses that innovate well stay at the top of the pack, netting new customers with their fresh offerings and keeping existing clients happy with a continuous selection of upgrades. Hiring managers have a keen eye for new hires who will bring different perspectives and new ideas to the company