

①

18CSS1

Assignment-1

Management and Entrepreneurship. - (MC)

① What is the importance of Staffing?

The function of staffing is defined as "filling and keeping filled various position in the organization structure"

Importance of Staffing

1. It helps in discovering talented and competent workers & developing them to move up the corporate ladder.
2. Ensures greater production by putting the right man in the right job.
3. It helps to avoid a sudden disruption of an enterprise production run by indicating shortages of personal if any in advance.
4. Helps to prevent underutilization of personal thought over manning and the resultant high labour cost & low profit margin.

Example

- * Recruiting relatives of the present employees.
- * Re-employing former employees.

② Explain nature. What is recruitment? Explain various source of recruitment

It is defined as the process of identifying the sources for prospective candidates and to stimulate them to apply for the jobs.

• Sources of requirements.

→ Can be broadly classified into 2 categories.
i) Internal & ii) external.

Internal source refers to the present working force of the company.

Vacancies other than the low level may be filled by the existing employees of the company.

→ External recruitment

- Re-employing former employees.
- Friends and relatives of the present employees.
- Applicants at the gate.
- College and technical institutes.
- Employment exchanges.
- Advertising the vacancy.
- Labor unions.

Q What is selection? Explain in detail the process of selection.

Selecting.

* Job analysis. Is the process by means of which a developed of the present methods and procedures of doing a job, physical condition of employment in which the job is done, relation of the job to other jobs and other conditions of employment.

* Job description: The results of the job analysis are set down in job descriptions for production workers, clerical people and first-line supervisors and managers also.

• Job specification A job specification is a statement of the minimum acceptable human qualities necessary to perform a job satisfactorily.

4 Explain the steps in selection process.

Steps in selection procedure

- Application form: The candidates are required to complete an application form. In this form applicants give personal data. The applications are carefully ~~are~~ scrutinized to decide the suitable applicants to be called for next stage of selection.
- Screening interview is the most important means of the candidate. It is also used for obtaining informal clarification given in the application form.
- Employment test: for further assessment of a candidate's nature and abilities some tests are conducted. These tests include.
 - * Intelligence test * Proficiency & aptitude test
 - * Vocational test * Personality test
- Group discussion: this test is conducted to assess the candidate's communication & presentation skills, interpersonal skills, leadership qualities & ability to pull on in a team work.
- Checking references: if candidate is found satisfactory in above tests, employer may like to get some important personal details about the candidate, such as his character, past history, background, etc.
- Final interview: This interview is conducted for those who are ultimately selected for employment. In this interview the candidates are given an idea about their future prospects within the organization.
- Appointment order: appointment orders are given to finally selected candidates.

5. What is MBO & MBE

Management By Objectives is a process whereby supervisor & subordinate of an organization jointly define common goals, define each individual's major areas of responsibility in terms of results expected of him & use these measures as guide for operating the unit & assessing contribution of each of its members.

Management by Exception (MBE) : is a management style where in managers intervene only when their employees fail to meet their performance standards. If the employees are performing as expected, the manager will take no action. It is an organizational system where in which managers delegate as much as responsibility as possible to those who below them stepping in only when it is absolutely essential. MBE policy focuses on those issues or events in which there is a deviation from the established standard.

6. What is leadership? Explain different leadership style

Leadership is the process of guiding & influencing the work of his subordinates by the manager.

Types of leadership.

(i) Autocratic / Authoritative Style.

* An autocratic leader is one who dominates & drives his subordinates through coercion, command and the instilling of fear in his followers.

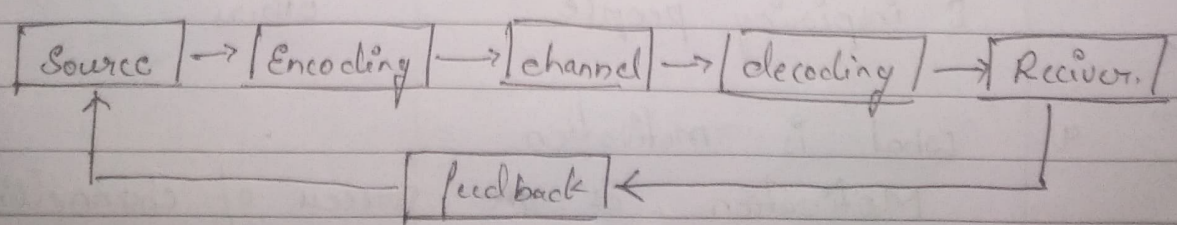
* An autocratic leader alone determines policies, plan & make decisions.

3

- * He demands strict obedience. Such leaders love power and love to use it for promoting their own end.
- * They never like to delegate their power for they fear that they may lose their authority.
- Democratic / Participative style
 - * Also known as participative leadership.
 - * In this style, the entire group is involved in goal setting & achieving it.
 - * A democratic leader follows the majority opinion as expressed by his group.
 - * He is always ready to defend their subordinates individually and collectively.
- Laissez Faire / Free. Run style.
 - * The leaders exercise absolutely no control.
 - * He only provides information, materials and facilities to his subordinates.
 - * Leadership is employee centered.
 - * The subordinates are free to establish their own.
 - * Goals and chart out the course of action.
 - * Leadership can be disaster, if the leader does not know well the competence & integrity of his people & their ability to handle this kind of freedom.

7. With neat block diagram explain communication process?
Explain the importance of communication.
block diagram.

→



Importance of communication.

- * Communication is needed in recruitment process.
- * It is needed in area of orientation to make people understand.
- * It is needed to enable the employees to perform function effectively.
- * It is needed for evaluation.
- * It is needed for teach employees about personal safety on the job.
- * It is needed for decision process.
- * It helps in achieving coordination.
- * It promotes cooperation & industrial peace.
- * It increases managerial efficiency.

8. Difference b/w leader & manager.

Leader.	Manager.
* The leader are vision oriented & think about future.	Managers are always process oriented on how to organise works.
* Leader always protect their staff.	* Managers always protect himself.
* Leaders always deal with conflicts in a positive way.	* Manager always avoid to involve into conflicts.
* Leader always trusts on his staff and vice versa.	* He is unclear regarding trust.
* Leader are motivating & inspiring people.	* Directing & monitoring others.

9. What is motivation.

Motivation is the process of channelling, a

a person's inner drives so that he wants to accomplish the goals of the organisation.

Nature of motivation.

- * Individuals differ in their motivation
- * Sometimes the individual himself is unaware of his motivation
- * motivation change
- * motivation are expressed differently.
- * Motivation is complex.

10

What is control? Explain different methods of establishing control.

Controlling is checking current performance against predetermined standards contained in the plans with a view to ensuring adequate process & satisfactory performance.

Methods of establishing controls

(1) Traditional control technique.

(2) ~~Standard costing.~~ (3) Budgetary controls

(b) Standard costing.

2) Modern control technique.

(a) Break-even analysis

(b) PERT - Program evaluation review technique.

(c) critical path method

(d) Statistical quality control.

(e) Internal audit.

(f) MIS - Management information system

h. Quality circles.

(3) Other control techniques.

(a) Policies & procedures.

⑥ ~~Self~~ Standing rules limitation & orders.

⑦ self control

Group control

Personal observation or MBWA

Disciplinary action.

ii). Differentiate b/w coordination & cooperation:

Coordination

* It is an orderly arrangement of group efforts, deliberate action.

* It is broader than cooperation.

* performed by top management.

* required by employees & departments at work

* It establishes formal & informal relationship.

Co-operation

* It means mutual help.

* It is formed as a part of co-ordination.

* prepared by persons at any level.

* depends on willingness of people working together.

* It establishes informal relationship.