SAINTGITS COLLEGE OF APPLIED SCIENCES

BUSINESS MANAGEMENT

Answer Scheme

.  Define management.

To manage is to forecast and to plan, to organise, to command, to coordinate and to control- Henry Fayol

2.  What is staffing?

Staffing is the process of filling all positions in the organisation with qualified personnel.It includes a large number of activities like manpower planning, recruitment, selection, communication, participation, appraisal, counselling, training, compensation dismissal, integration, and maintenance of employees

3.  What are planning premises?

Managerial plans are based on certain assumptions. These basic assumptions are known as planning premises.

4.  What do you mean by motion study?

**“**Science of eliminating wastefulness resulting from ill-directed and inefficient motions”. The main aim of motion study is to find the scheme of least wastage of labour.

5.  Define Planning.

“Planning is the determination  of what is to be done, who is to do it, and how the results are to be evaluated.- J L Lundy

6.  What is a multi use plan?

The plans which are used repeatedly in similar situations are called Multi- use standing plans.They are long term in nature and are standing answers to recurring problems.

7. Describe the nature and characteristics of management.

1. Multi disciplinary 2. Goal oriented 3. Economic resources 4. Dynamic 5. System of authority 6. Universal application 7. science and art 8. Profession 9. Results through others 10. Social process 11. Intangible force 12. A separate identity

8.      Explain the importance of objectives.

1. Legitimacy 2. Direction.3. Unified planning 4. Individual motivation 5. Coordination 6. Performance control 7.

9.      Explain the concept of universality of management principles.

* The managerial skills are transferable from one person to another
* Management skills can be transferred from one organisation to another
* managerial skills can be imported and exported from one country to another
* a manager is mobile

10.  Why is management said to be a profession? Explain

* Profession involves the application of expert knowledge for solving problems, management also requires expert knowledge for solving problems
* A person must compulsorily acquire the expert knowledge to practice a profession
* Honesty and integrity are essential for a profession. they are equally essential for management also
* The principal motive of any profession is service
* Every profession has certain social responsibilities.

11.  What are the advantages of procedures?

* Procedures minimise the burden of decision making by standardising the day to day activity
* They ensure uniformity of action
* They increase coordination among the personnel in the organisation and its departments
* They provide good standard for the manager to appraise his employees
* They serve as tool of managerial direction, coordination and control

12.  Explain the different types of single use plans.

* Programmes
* Budgets
* Schedules
* Projects
* Methods

*Answer any 1 question. It carries 15marks.*

13.  Describe Henry Fayol’s principles of management.

* Division of work
* Authority and responsibility
* Discipline
* Unity of command
* Unity of direction
* subordination of individual interest to general interest
* Remuneration
* Centralisation
* Scalar chain
* Order
* Equity
* Stability of tenure of personnel
* Initiative
* Esprit de corps

14.  Discuss the steps involved in the planning process.

* Establishment of  objectives
* Establishment of planning premises
* Developing alternative course of action
* Evaluation of alternatives
* Selection of the best alternative
* Formulation of derivative plans
* Determination of the sequence of activities
* Execution of plans
* Evaluation of plans