

Course Title:
Principles of Management/Fundamentals of
Management

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ORGANIZATION

An organization is a group of people who work together, such as a neighborhood association, charity, union, or corporation. Organization is also the act of forming or establishing something (such as an organization). It can also refer to a system of arrangement or order, or a structure for classifying things.

POLCA

The organization is the backbone of the administration because without an efficient organization, the administration cannot perform its functions smoothly.

The main challenge of a manager is to solve problems creatively. While drawing on a variety of academic disciplines and to help managers respond to the challenge of creative problem solving, the principles of management have long been categorized into the four major functions of planning, organizing, leading, and control (the POLC framework). The four functions, summarized in figure P-O-L-C, are actually highly integrated when performed in the day-to-day realities of managing an organization. Therefore, you should not get caught up in trying to analyze and understand a clear and comprehensive rationale for categorizing the skills and practices that make up the entire P-O-L-C framework.

It is important to note that this framework is not without its critics. Specifically, these criticisms stem from the observation that P-O-L-C functions may be ideal, but that they do not accurately describe the daily actions of real managers. The typical day in the life of a manager at any level can be fragmented and hectic, with the constant threat of having priorities dictated by the law of the many trivial and the few important (i.e., the 80/20 rule). However, the general conclusion seems to be that the P-O-L-C functions of management still provide a very useful way to classify the activities that managers engage in when trying to achieve organizational goals.

Planning	Organizing	Leading	Controlling
1. Vision & Mission 2. Strategizing 3. Goals & Objectives	1. Organization Design 2. Culture 3. Social Networks	1. Leadership 2. Decision Making 3. Communications 4. Groups/Teams 5. Motivation	1. Systems/Processes 2. Strategic Human Resources

PLANNING

Planning is the function of management that involves setting goals and determining a course of action to achieve those goals. Planning requires managers to be aware of the environmental conditions facing their organization and to forecast future conditions. It also requires managers to be good decision makers.

ORGANIZING

Organizing is the management function that involves developing an organizational structure and allocating human resources to ensure the achievement of objectives. The organizational structure is the framework within which effort is coordinated. The structure is usually represented by an organization chart, which provides a graphical representation of the chain of command within an organization. Decisions made about the structure of an organization are generally known as organizational design decisions.

LEADER

Leading involves the social and informal sources of influence that you use to inspire action from others. If managers are effective leaders, their subordinates will be excited about making an effort to achieve organizational goals.

The behavioral sciences have made many contributions to understanding this management function. Personality research and studies of work attitudes provide important information on how managers can more effectively lead subordinates. For example, this research tells us that to be effective in leadership; managers must first understand the personalities, values, attitudes, and emotions of their subordinates.

CONTROLLER

Control involves ensuring that performance does not deviate from standards. Monitoring consists of three steps, including (1) establishing performance standards, (2) comparing actual performance to standards, and (3) taking corrective action when necessary. Performance standards are often expressed in monetary terms, such as revenue, costs, or profit, but can also be expressed in other terms, such as units produced, number of defective products, or levels of quality or customer service.

Answer 2

MANAGEMENT PLAN

Whether your organization is a one-man volunteer operation or a multi-program behemoth with dozens of employees, you need a management plan to make sure it runs smoothly and gets it all done. The plan for a small organization can obviously be much simpler than that of a large one, but the intention in both cases remains the same: to carry out the mission of the organization and the daily tasks necessary to support it. mission and keep the organization running as efficiently as possible.

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A management plan is a blueprint for the way your organization runs, both on a day-to-day and long-term basis. It includes the standard methods for doing various things: handling money, dealing with the actual work of the organization, addressing the way people in the organization do their work, and the general philosophical and intellectual framework in which these methods operate •

Make it a matter of policy to help other community groups and agencies whenever possible.

Ensure that the director and staff establish and maintain personal relationships with directors and staff of other organizations.

Establish and maintain personal relationships with the right people in funding agencies.

Cooperate with funders by turning in paperwork on time, adhering to the rules if you've agreed to do so, and generally trying to make your job easier.

Establish and maintain relationships with representatives of the communication media (reporters, editors, station managers, etc

ANSWER 3.

A performance management process involves an evaluation or analysis of what has been achieved and forms a basis for career planning, potential development, performance agreements and development plans like Douglas Mc. Gregor suggested that the emphasis should be on analysis and not on assessment.

Perfect evaluations can never become a reality at all and is susceptible to various errors or problems such as the halo effect, which means that the manager acquires a tendency to

generalize few experiences with the other aspects of performance and misperception problems , selectivity and poor interpretation. To overcome these problems, the following corrective measures can be taken:

Type of Forecasting

There are four main types of forecasting methods that financial analysts use to predict a company's future income, expenses, and capital costs. While there is a wide range of frequently used quantitative budget forecasting tools, in this article we focus on the four main methods: (1) straight line, (2) moving average, (3) simple linear regression, and (4) regression. linear.

1 Straight line method

The straight line method is one of the simplest and easiest forecasting methods to follow. A financial analyst uses historical figures and trends to predict future revenue growth.

In the example below, we will see how a retail business makes a straight-line forecast that assumes a constant sales growth rate of 4% over the next five years.

2 Moving average

Moving averages are a smoothing technique that analyzes the underlying pattern of a data set to establish an estimate of future values. The most common types are the 3-month and 5-month moving averages.

3 Simple linear regression

Regression analysis is a widely used tool to analyze the relationship between variables for prediction purposes. In this

example, we will see the relationship between radio ads and revenue by running a regression analysis on the two variables

Answer 4

Tips to Improve Your Company's Organizational Culture

Company executives often ask me, "What is the only thing I can do to improve the culture of my organization?" The truth is, there is simply nothing that improves how your employees feel about what they do and who they do it for. We define culture as the collective heart and mind of an organization.

Create and communicate meaningful values

Values should be more than a philosophical BS. Values are a guide for everyone in the organization on how to act and interact with each other, with customers, and with the community. We recommend that our clients have no more than 5 values, so the values are easy for employees to remember and understand what is important to the company .

Conduct Make a proper selection

Too often, managers are in a rush to fill a position and forget to ask the right questions to ensure the right fit. Managers often use experience as a key factor when selecting employees, but if you want the right person, someone who works well with others and is successful, the person must fit in with the company's values and organizational culture .

Improve targeting and onboarding

Almost 30 percent of new hires quit within the first 90 days on the job. New hires should receive an effective and engaging orientation (first 1-2 days on the job), as well as a well thought out onboarding process (first 90 days on the job).

Answer 5

Management by Objectives (MBO): Benefits and Weaknesses!

Better Management

MBO helps implement goal-oriented management. It can be applied in various areas of the organization, such as performance evaluation, organizational development, long-term planning, integration of individual and organizational goals, etc.

MBO results in improved and better management. Better management requires setting objectives for each and every activity and individual and ensuring that they are achieved. MBO not only helps set goals, but also ensures balance of goals and resources. Setting goals requires better, results-oriented planning. Management by objectives forces managers to think about planning for results, rather than simply planning activities or work. Managers will devise ways and means to achieve the objectives. The objectives also act as controls and standards of performance. So MBO is useful to improve management.

Clarifying organization:

MBO helps clarify organizational roles and structures. Responsibility and authority are assigned based on the requirements of the assigned tasks. There is no use setting goals without delegating the necessary authority. Positions should be based on the key results expected of the people who fill them. The implementation of
Encourage personal commitment:

The main benefit of MBO is that it encourages staff to commit to achieving specific goals. In a normal course, people are simply doing the work assigned to them. They follow the instructions

given by their superiors and take up their work routinely. At MBO each person's purpose is clearly defined with their own consent.

Encouraging Personal Commitment:

The main benefit of MBO is that it encourages personnel to commit themselves for the achievement of specified objectives. In a normal course people are just doing the work assigned to them. They follow the instructions given by the superiors and undertake their work as a routine matter. In MBO the purpose of every person is clearly defined with his or her own consent.

Developing controls:

The MBO mechanism helps design effective controls. The need to establish controls is to establish standards and then discover deviations, if any. In MBO, verifiable goals are set and actual performance will help uncover gaps in results. Each person is clear about what is expected of them and these standards act as clear controls. Therefore, the controls can be easily designed when following MBO.

Thank you.