

17.01.20

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Samir

Management as a Science :-

Science is an organized body of knowledge based on proper findings and exact principles. It establishes relationship between cause and effects and its findings apply safely in all the situations. There are various branches of science like physical science, - Biology, Chemistry, Physics and social sciences like sociology, Political science etc. Management is also a social science. It is supposed to be the behavioural science of in exact nature. Its principles and theories are situation bound despite the fact that a large number of theories and principles of management have been established, their applicability may not necessarily lead to the same results. The process of management is very much related with the behaviour of people at work and their behaviour cannot be predicted in exact manner. Therefore, the limitation of social sciences are there with science of management. But with the introduction of quantitative tools in the field of decision making, management is gaining as science. It has an organized body of knowledge having its own nature. It can be communicated to new comers through formal training, so as a

Conclusion we can say that management is a social science having its own dynamics in different work situations.

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49	3	4	5	6	7	8	9	02	7	8	9	10	11	12	13
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22.04.20

Management as an Art

Art is the best way of doing things. Management is also the art of getting the work done through and with the people. Art is concerned with the exercise of the know-how for the effective completion of desired results. Science is to seek knowledge and art is to apply knowledge. As a matter of fact, the process of managing is a fine art as it is concerned with the application of the principles keeping in view the real life situations. The same process is followed in a repetitive manner and the practice is moulded according to the experiences and applying the best body of knowledge. The design and redesign of systems continue until the managers find a proper solution and desired results. Therefore we can say that the art of management is directed towards the fulfilment of desired results. Like any art management is also creative. There is no one best way of managing. Every manager has his individual approach and technique in solving problems. Somebody has aptly said that "Business is the oldest of the arts and the youngest of the sciences."

FEBRUARY 2007							MARCH 2007								
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23/01/20

22 THURSDAY

Sem. II

8th Week • 053-312

# Principles of Management

## Functions of Managers

The functions of a manager may be classified as -

- ① **Planning** - It is first and foremost function of management. Planning is deciding in advance what is to be done. Planning is done with the aim of chalking out future course of action. Its main purpose is to provide a guideline for individuals engaged in the enterprise goals. Planning is a process of decision-making after a thorough evaluation of alternatives.
- ② **Organizing** - The 2nd function of manager is organizing. The process of organizing is very essential for completing the objectives of the enterprises set by administration and planned by management. It involves the establishment of an organizational structure. A sound organization requires certain principles.
- ③ **Directing** - As the process of management is concerned with getting work done through and with people, they require continuous encouragement to work effectively. For this directing is essential. It requires good experience and foresight. Hence directing is an important function of a manager.

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④ Controlling - The next function of a manager is controlling. The control is a measuring and corrective device. The control ensures the effective planning. The process of control has three things: setting of standards of desired performance, comparison of actual against standard performance, Taking correct Action.

⑤ Co-ordination - Anthrook, management persons and economists also called it as "essence of managership". The process of co-ordination involves mixing of individuals actions with the goals of the enterprise.

⑥ Innovation - The famous modern thinker of the science of management Peter Drucker says that management is a creative rather than an adaptive task. The management must try to create new product, new practices, new ideas and new structure looking to the needs of the future.

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