**School of Management and Social Sciences (Dept. of Business Administration)**

**Course Title: Principles of Management**

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**Mid-term Assignment**

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**Q1: How would you use the five functions of management in a business that you have recently started? What kind of activities would you do to perform each function? (Use any hypothetical scenario).**

**ANSWER 1**

When I started my own business so the first step is my planning

Like for example I open my beauty parlour shop so I think in which place I open my shop

I am looking for consumer purchasing power . I am always making better plans for my business

And I am thinking for consumer what they like .I am always thinking for consumer likes and dislikes. That will be planning.

The second step will be organizing

Organizing or organising is the establishment of effective authority relationships among selected work, persons and work places in order for the group to work together efficiently. Or the process of dividing work into sections and departments

So I will be looking for better workers and divide their works in groups or subgroup to achieve their target or goals easily.

Once a plan has been created, a manager can begin to organize. Organizing involves assigning tasks,

Third step will be like staffing

Staffing refers to the process of finding the right employee with appropriate qualifications or experience and recruiting them to fill a position,

Simple means right person for their right work or jobs.

Leading is the third step that is accomplished by communicating, motivating, inspiring, and encouraging employees towards a higher level of productivity.

Means how I motivated my workers in my shop and try to find better ways that my workers not feeling bored and also how to get work from workers and also how my work is productive or how efficiency are made.

I always bought newspaper for the shop.

I set television in my shop that my workers also motivated

Controlling can be defined as that function of management which helps to seek planned results from the subordinates, managers and at all levels of an organization.

Also I see my goals that they are achieving or not.for example my beauty parlour does not efficiently or does not have any benefits or my competitors is doing better than me how I control my goals. So I always see my future goals I always comparison between future goals and my present condition.

The main idea is how to attract my customers and also advertising my products through billboard and television.

**Q2: Of the three managerial skills, which is the most important skill for the people performing the following roles in an organization? Give arguments in favor of your choice.**

1. **HR Manager**
2. **Production Manager**
3. **Chief Executive Officer**

**ANSWER 2**

I think HR manager is very important for the people performing roles In organization.

HR managers are responsible for giving employees development opportunities in order to maximize performance and increase value. Organizing sessions on leadership and management training, for example, will provide more diverse skills to the employees.

HR manager plays a pivotal role to achieve organizational objectives. It is human resource/work people who perform task and achieve company goals.

So, human resource is a must in an organization. To get the right number and right kind of human resource at the right time of company need and to motivate, prepare and develop the human resource to perform task, the person in charge of such job, i.e., human resource manager is no less important in an organization than human resource at work.

HR manager is a guide, philosopher, friend, path-finder, path identifier, problem solver, competence maker of the human resource.

**1. Advisory Role:**

One of the major roles of HR manager is, to advise the top management in the matter relating to management and development of human resource, in order to achieve organizational objects. Looking to the company’s vision, mission and long-range planning, HR executive advises the higher management to formulate appropriate HR policies, procedures which may create a perceptible change in the minds of the workers’ to help the transformational process of dynamism.

**2. Pro-Acting Role:**

HR manager ascertains the probable areas of conflict and differences between workers and management, identifies the factors that may create problems in future, forecasts the extent, quantum of loss that may occur and the department may suffer loss and takes remedial measures beforehand by way of developing organizational culture, climate, introducing system, mechanism, and does not leave any room to crop up problems, grievances.

**3. Welfare Role:**

HR executive looks to the welfare aspect of the employee’s viz., canteen, creche, rest-room, hospital, transportation, housing accommodation, school, etc. His one of the principal roles is to provide welfare facilities to the employees for their betterment and well-being.

**4. Developmental Role:**

Development of workers for attaining company goals is made by the HR manager through improvement of knowledge, skill, abilities, aptitude, attitude, value, beliefs etc. A dynamic organization needs dynamic employees and transformation of employee’s mind-set to the process of dynamism is possible only when all the potential areas for growth and development are reinforced.

HR manager takes all possible measures for growth and development of employees through formulation of HR policies in the matter of training, career planning and development, counselling etc.

Q3: Explain why do you think that effective and efficient management practices are crucial in achieving organizational goals.

## NSWER 3A

Organizational effectiveness can be defined as the efficiency with which an association is able to meet its objectives. This means an organization that produces a desired effect or an organization that is productive without waste. Organizational effectiveness is about each individual doing everything they know how to do and doing it well; in other words, organizational efficiency is the capacity of an organization to produce the desired results with a minimum expenditure of energy, time, money, and human and material resources. The desired effect will depend on the goals of the organization, which could be, for example, making a profit by producing and selling a product. An organization, if it operates efficiently, will produce a product without waste. If the organization has both organizational effectiveness and efficiency, it will achieve its goal of making a profit by producing and selling a product without waste. In economics and the business world, this may be referred to as maximizing profits.

The main measure of organizational effectiveness for a business will generally be expressed in terms of how well its net profitability compares with its target profitability. Additional measures might include growth data and the results of customer satisfaction surveys.

Highly effective organizations exhibit strengths across five areas: leadership, decision making and structure, people, work processes and systems, and culture. For an organization to achieve and sustain success, it needs to adapt to its dynamic environment. Evaluating and improving organizational effectiveness and efficiency is one strategy used to help insure the continued growth and development of an organization.

Measuring organizational effectiveness can be an inexact science, since each individual entity will have a different list of criteria and priorities to weight and consider through self-assessment. Understanding a company's level of organizational effectiveness is important for several reasons: it serves as a check-in to see how well internal procedures are meeting an initial vision, it provides investors, donors, or employees with an idea of the company's strengths, and it highlights areas of ineffectiveness that can be the focus of improvements.

In many cases, a business' success or failure cannot be measured by financial performance as well. Even a company that is currently making a profit may be ineffective if it is failing to meet the core values of its mission statement, attract and retain talented workers, and plan for the next generation of projects.

Organizational effectiveness measures the big-picture performance of a business, across a broad range of criteria. Financial performance, long-term planning, internal structure, and adherence to core values may all be critical components in understanding organizational effectiveness.

To get a clear idea of an organization's effectiveness, it is important to create a clear list of criteria to assess. No two organizations will have the same list of criteria, which is why many for-profit and non-profit groups measure effectiveness through self-assessment. Employees and company personnel are often in the best position to intimately understand the needs, goals, and performance of their company. Self-assessment of effectiveness can also help company personnel reconnect with the initial mission of an organization. By working creatively to invent new business strategies for areas of ineffectiveness, workers may develop a stronger sense of loyalty, purpose, and dedication to the job.

Since organizational effectiveness is difficult to express in a concrete formula, a company may choose to state the results of an assessment through specific goals achieved or desired. Turning up areas of ineffectiveness can also be tremendously beneficial to an organization. Areas that need improvement give a company a concrete strategy for the future, and allow workers, shareholders, donors, or customers to get excited about the improvements coming down the pipeline. Treating current weaknesses as a road map for future changes is a great way to increase effectiveness.