**Functions of Management**

**1.PLANNING :**

Planning is the most basic or Primary functions of management. Planning involves determining the objectives and selecting a course of action to achieve them. It implies looking ahead and deciding in advance what is to be done, when and where it is to be done, how and by whom it is to be done. It is helpful in more effective achievement of goals. Planning helps an organisation to face uncertainty and change.

**2.ORGANISING :**

Once plans are formulated, the next step is that of organising. Organising is the process of establishing authority-responsibility relationships among the members of the enterprise. In

the words of Louis Allen, “Organising is the process of identifying and grouping the work to be performed, defining and delegating responsibility and authority and establishing relationships for the purpose of enabling people to work most effectively together in accomplishing objectives.”

**3.STAFFING :**

Staffing is the process of filling all positions in the organisation with adequate and

qualified personnel. Staffing consists of manpower planning, recruitment, selection, training, compensation, integration and maintenance of employees.

**4.DIRECTING :**

Directing is the managerial functions of guiding, supervising, motivating and leading people towards the attainment of planned targets of performance. Directing is the executive functions of management because it is concerned with the execution of plans and polices.

**5.MOTIVATING :**

Motivating is the process of inspiring people to strive for the accomplishment of

common goals by providing stimuli that satisfy their needs and motives. Motivation is an important determinant of job performance. Several types of incentives and rewards are used to motivate employees.

**6.COMMUNICATION :**

Communication implies exchange of facts, ideas, opinions or emotions among two or more persons with the aim of creating mutual understanding and co-operation among them. It is a continuous process of telling, .listening and understanding. Several methods eg. Written, Oral, Visual etc. are used in communication.

**7.CO-ORDINATION :**

Co-ordination refers to harmonising and integrating the activities and efforts of different individuals into teamwork. It requires integration of diverse and specialized activities towards

the achievement of common goals. Manager integrates the efforts of different employees to ensure that they work as a team.

**8.CONTROLLING :**

Controlling is the process of ensuring that the organisation is moving in the desired direction and that progress is being made towards the achievement of goals. The process of controlling involves the following steps:

a) Establishing standards for measuring work performance;

b) Measurement of actual performance and comparing it with the standards;

c) Finding variances between the standard and actual performance and the reason

therefore; and

d) Taking corrective actions for correcting deviations so as to attain objectives.

***PRINCIPLES OF MANAGEMENT***

Management is a science consisting of certain principles. A principle is a fundamental statement of truth that provides a guide to talk and action. The Principles of Management laydown guidelines for improving Management practices. There is no detailed list of Management principles. However, the list of fourteen principles of Management given by Henry Fayol is widely accepted. These principles are given below.

**1. DIVISION OF WORK :**

Total work of an organisation is divided into small manageable units and

assigned to particular individuals. It helps to increase efficiency. The principle of division of work can be applied at all levels in the organisation.

**2. AUTHORITY AND RESPONSIBILITY :**

In an organisation the Authority and responisibility should go together. The Manager gives his order directly to the subordinate after that he should take the responsibility for the work done by them. So the person receiving the authority should be ready to bear the responsibility for the same. It is important to delegate authority, at the same time retain the responsibility

with him.

**3. DISCIPLINE :** Discipline should be followed by all the employees. Obedience behaviour, discipline, flexibility and human consideration are together called discipline. The organisation must have Discipline, otherwise it cannot run smoothly.

**4. UNITY OF COMMAND :**

Every subordinate should receive orders and be accouuntable to only one superior. Dual or multiple command is a perpetual source of conflict. Unity of command avoids conflicting orders and ensures order and stability in the organisation. It is also helpful in fixing responsibility

**UNITY OF DIRECTION :**

According to this principle, each group of activities having the same objective must have one head and one plan. The principle of unity of direction seeks to ensure unity of action. Unity of direction should not be confused with the unity of command.

**6. SUBORDINATION OF INDIVIDUAL INTEREST TO GENERAL INTEREST :**

Every Employee should forget their individual interest and they should work for common purpose. when there is conflict between the two, interest of the organisation should prevail over individual interest.

**7. REMUNERATION :**

The amount of remuneration and the methods of payment should be just and fair and should provide maximum possible satisfaction to both employees and employers.

**8. CENTRALISATION :**

According to **Fayol**, The question of centralization and decentralization is a matter of finding optimum degree for the particular concern. The degree of concentration of authority

should be based upon optimum utilization of all faculties of the personnel. It should be determined on the basis of individual circumstances in each case.

**9. SCALAR CHAIN:**

It refers to the chain of superiors ranging from the highest authority to the lowest level in the organization. There should be a clear line of authority ranging from top to bottom of

the organization. All upward and downward communications should flow through each position of authority along the scalar chain.

**10. ORDER :**

This principle is concerned with the arrangement of things and the placement of people.

In material order, there should be a place for everything and everything should be in its proper place. Similarly in social order, there should be an appropriate place for everyone and everyone should be in his or her appointed place.

**11. EQUITY :**

Equity implies that employees should be treated with justice and kindness. Managers

should be fair and impartial in their dealings with subordinates. Equity helps to create cordial relations between management and workers which are essential for successful functioning or every enterprise.

**12. STABILITY OF TENURE OF PERSONNEL :**

Employees cannot work efficiently unless job security is assured to them. An employee can not render worthwhile service if he is removed from the job before he gets accustomed to it.

**13. INITIATIVE :**

Employees at all levels should be given the opportunity to take initiative and exercise judgment in the formulation and execution of plans. Initiative refers to the freedom to think for oneself and use direction in doing work. It develops the interest of employees in their jobs and provide

Job satisfaction to them.

**14. ESPIRIT DE CORPS:**

This refers to harmony and mutual understanding among the members of an organization. Union is strength and unity in the staff is the foundation of success in any organization. Management should not follow the policy of ‘Divide and rule’. Unity among personnel can be developed through proper communication and coordination.