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LEARNING MATERIAL



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Notes



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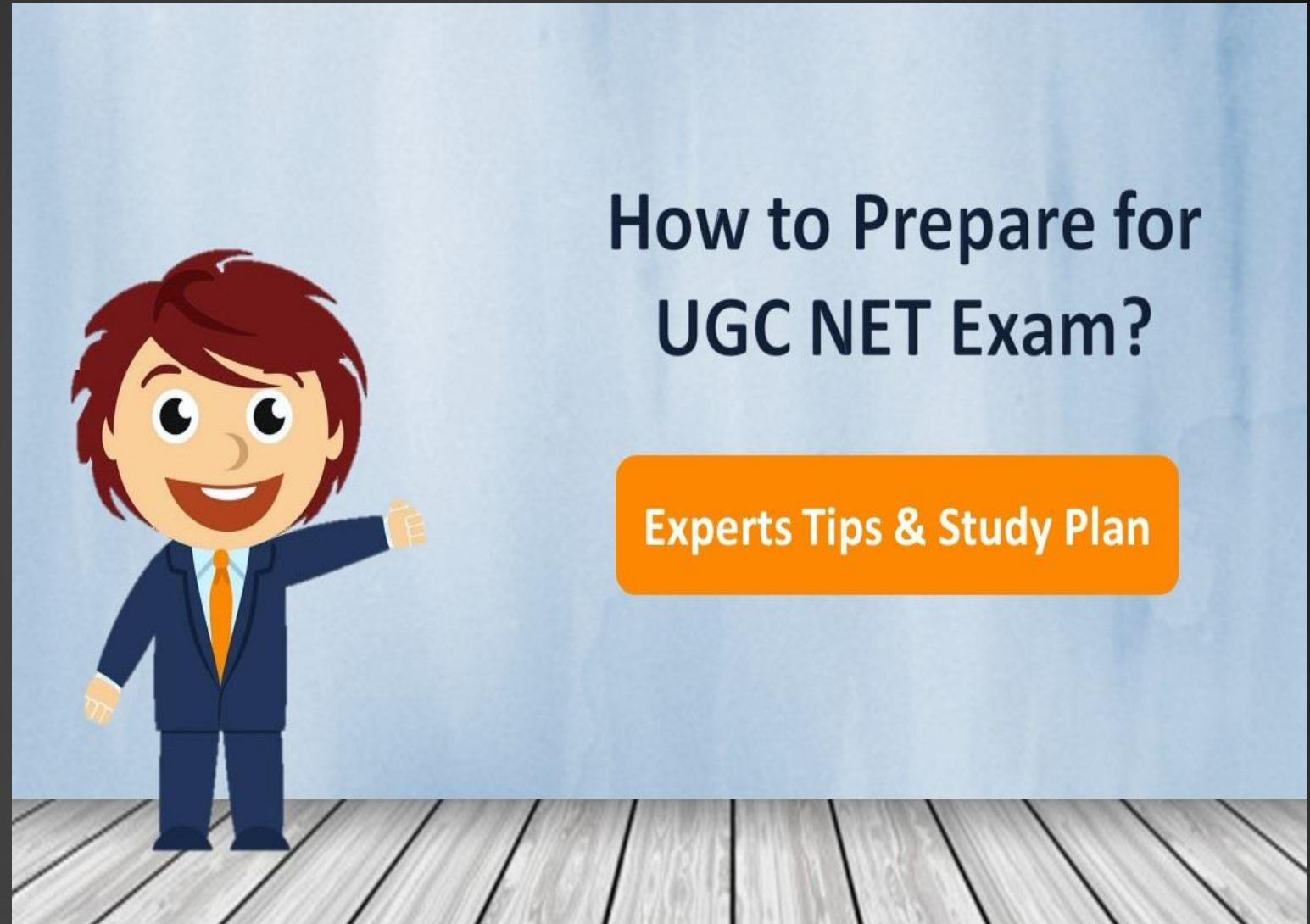
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MANAGEMENT
SECOND PAPER - II



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DISCUSS

- I. Management
- II. Organizational Behaviour
- III. Human Resource Management
- IV. Financial Statements
- V. Financial Management
- VI. Strategic Management
- VII. Consumer and Industrial Buying Behavior
- VIII. Statistics for Management
- IX. International Business
- X. Entrepreneurship Development





UNIT - 1

MANAGEMENT AND ITS FUNCTION



Process of planning

Step 1- analysing exterior business environment

Step 2- analysing interior business environment

Step 3- determining the mission

Step 4- determining the objectives in operational areas

Step 5- forecasting by proving into the future.

Step 6- determining of different course of action

Step 7- evaluation of alternative course of action

Step 8- selection of the best alternative (real decision-making)

Step 9- selection of sequence of action plan

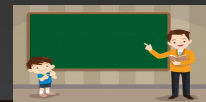
Step 10- formulating the final action of plan->time,task,schedule



Types of plan

Single use plan

- Not repeatedly
- Achieving single goal
- Short – term in nature
- Include programme and budget
- Standing plans of the organisation
- They are non – recurring in nature



- ✓ Programmes
- ✓ Budget
- ✓ Repeat use/standing plans
- ✓ Objectives
- ✓ Strategies
- ✓ Policies
- ✓ Rules
- ✓ Procedures
- ✓ Method



Organising

Acc to , “**THEO HAIMANN** “ “ Organising is the process to defining and groping the activities of the Enterprise and establishing authority relationship among them”

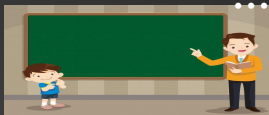
Concepts of organising

- Static concept
- Dynamic concept



Process of organising

- Determination of objectives
- Enumerating of organisational objectives
- Classification of activities
- Assigning of duties
- Delegation of authority





Continue.....

Significance of organising
Staffing

Next video...



FEEDBACK



**THANK
YOU**

Agarwal

MANAGEMENT PAPER -II

For More Information

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