

INDUCTION PROGRAM
Management Organization and
Behaviour

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ORGANISATION

- “It is a group of persons working together for achieving common objectives”.

Eg. VST Limited., SBH, Osmania Hospital, State Central Library etc.,

TYPES OF ORGANISATION

➤ **On the basis of Management**

- Formal Organisation
- Informal Organisation

➤ **On the basis of Profit motive**

- Business Organisation
- Non-Business Organisation

➤ **On the basis of Scale**

- Small Scale Organisation
- Medium Scale Organisation
- Large Scale Organisation

➤ **On the basis of Business Activity**

- Manufacturing Organization
- Service Organization
- Trading Organization

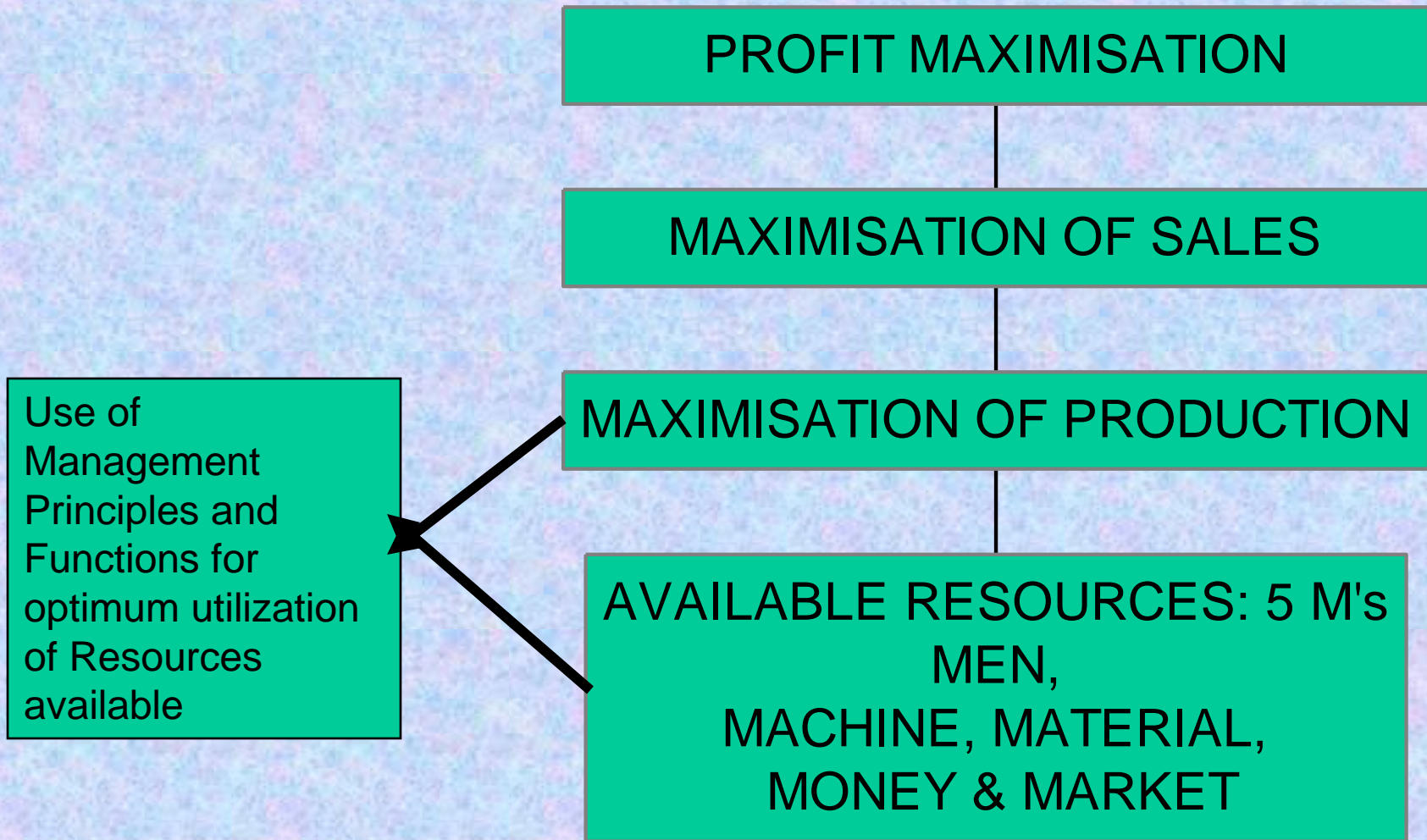
➤ **On the basis of Ownership**

- Single Ownership
- Partnership Firm
 - Registered Firm
 - Un-Registered Firm

➤ **Joint Stock Company**

- Private Limited Company
- Public Limited Company
- One Person Company

ORGANISATIONAL OBJECTIVES

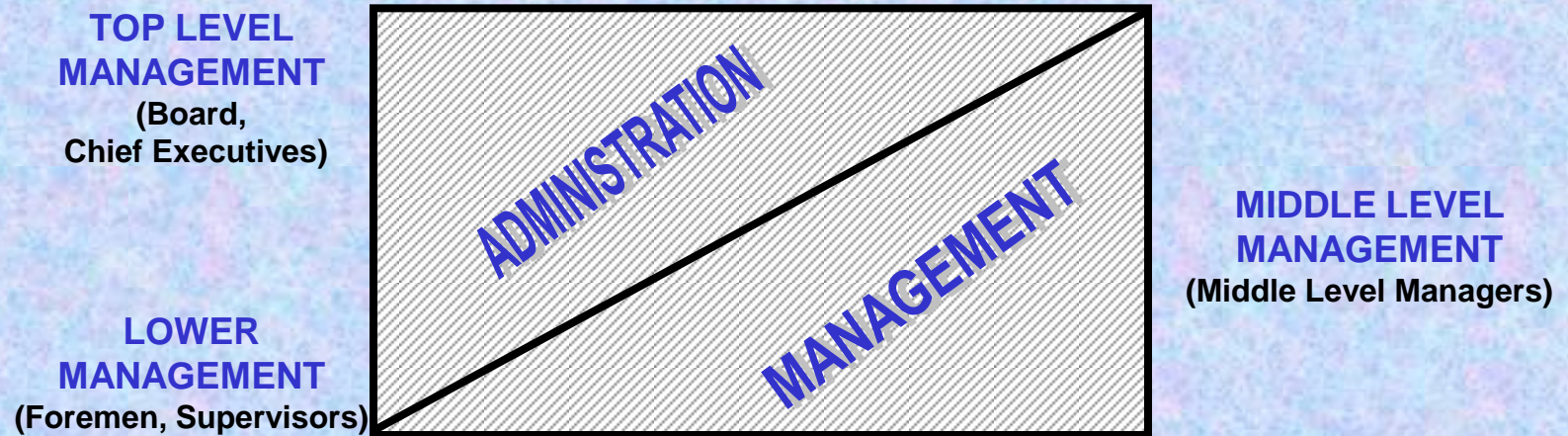


MANAGEMENT

Definitions:

- ***F.W. TAYLOR***, “Management is knowing exactly what you want men to do, and then seeing that they do it in the best and cheapest way”.
- ***HENRY FAYOL***, “ To manage is to forecast, to plan, to organize, to command, to co-ordinate and control”.
- ***P. DRUCKER***, “ Management is multi-purpose organ that manages a business, manages managers, and manages worker and work”.

ADMINISTRATION Vs MANAGEMENT



2. FUNCTIONS OF MANAGEMENT



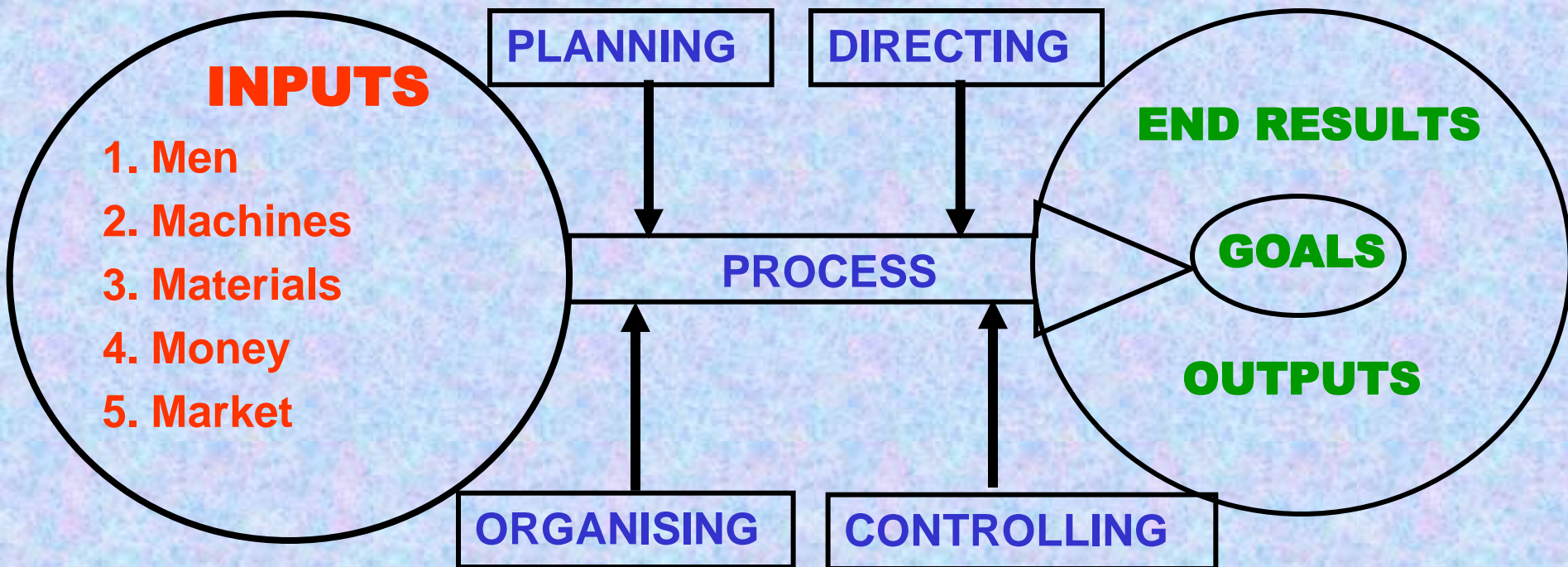
Feedback Information Regarding Significant Deviation from Planned Performance Standards

FUNCTIONS OF MANAGEMENT AND FUNCTIONS OF BUSINESS ORGANISATION

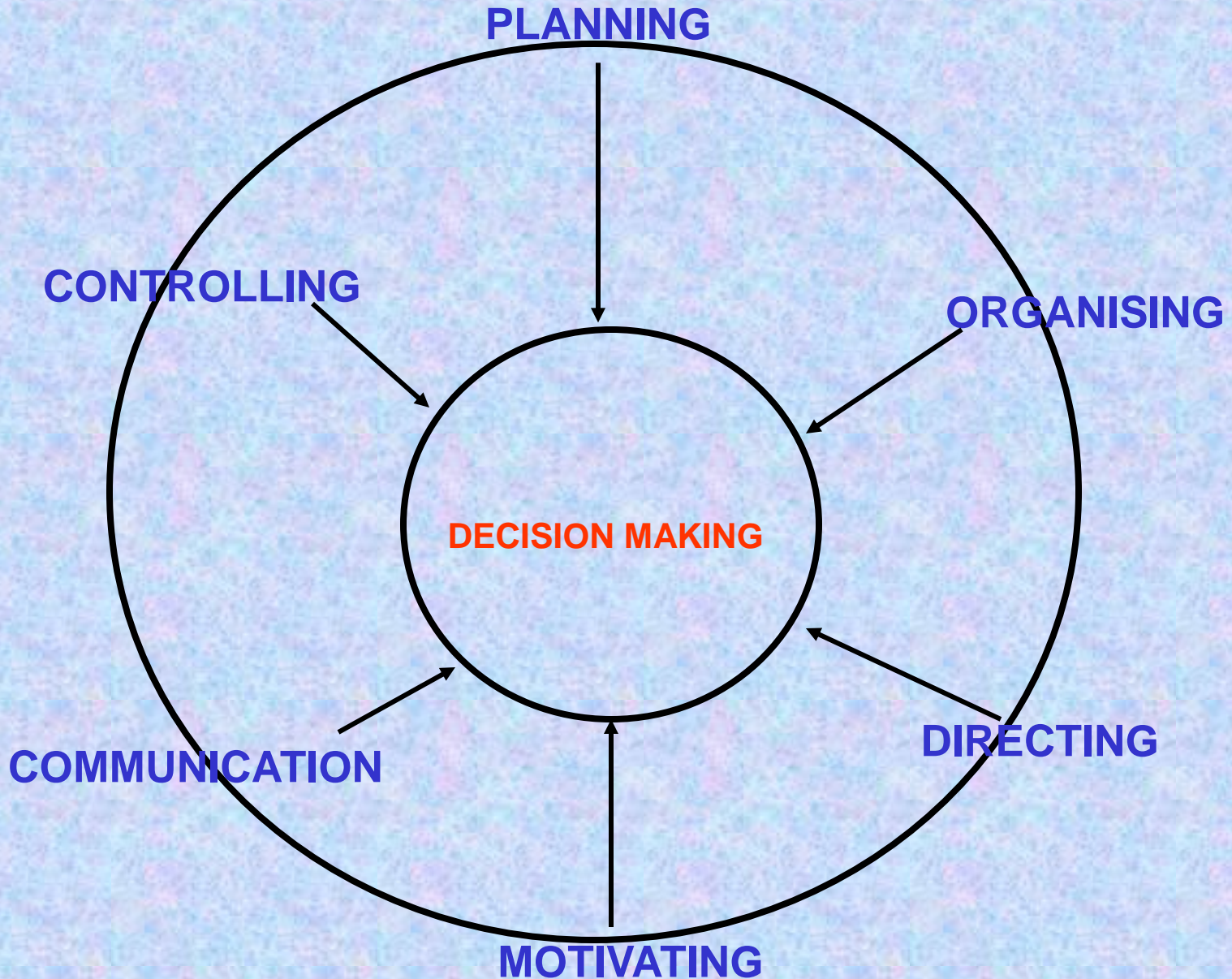
FUNCTIONS OF ORGANISATION	PRODUCTION	MARKETING	FINANCE	PERSONNEL	OTHERS
FUNCTIONS OF MANAGEMENT					
PLANNING					
ORGANISING					
DIRECTING AND MOTIVATION					
CO-ORDINATING					
COMMUNICATION					
CONTROLLING					

Management Functions in each Functional Area of Business

FUNCTIONS OF MANAGEMENT



FUNCTIONS OF MANAGEMENT AND DECISION MAKING



3.1. Organisation, the Going Concern

POETIC transliteration

Ek aata hai ek jaata hai
Aane jaane ka naam hai dunya
Namaloom (Anonymous)

एक आता है एक जाता है
आने जाने का नाम है दुनिया
अज्ञात

ایک آتا ہے ایک جاتا ہے
آنے جانے کا نام ہے دنیا
نامعلوم

POETIC TRANSLATION

*Someone comes, and someone goes
Coming and going is common in this world.*

MANAGEMENT LESSON

The concept of an organisation is well-known to all since the organisations can have different masters at different intervals of time, but they will survive irrespective of their tenures. The changes in the leadership, as well as the employees, are frequent in organisations, but it can survive comfortably in the long run.

2.1. Organisational Immune System

POETIC transliteration

Ab hawaayen hi karenge roshni ka faisla
jis diye mein jaan hogi wo diya rah jaayega
Mahshar Badayuni

अब हवाएं ही करेंगी रोशनी का फैसला
जिस दीये में जान होगी वो दीया रह जाएगा
महशर बदायूनी

اب ہوائیں ہی کریں گی روشنی کا فیصلہ
جس دیے میں جان ہوگی وہ دیا رہ جائے گا
محشر بدایونی

POETIC TRANSLATION

*Now, the wind decides the destiny of the light
The lamp that has the strength will light forever*

MANAGEMENT LESSON

Strong organisations will survive the challenges of the environment. The organizations with organisational immunity² will survive the challenges of environment. Survival of the enterprises, companies and even states depends on its capability to encounter the threat created by the external powers or competitors. The environment is such a decisive factor because the internal strength of the organization acts as a defense mechanism.

2.3. Coordination and Cooperation, the importance

— POETIC TRANSLITERATION —

Haadesa hai ke log rahte hain
Apne hi ghar mein ajnabi ki tarah
Aslam Habeeb

हादसा है कल लोग रहते है
अपने ही घर में अजनबी की तरह
असलम हबीब

حادثہ ہے کہ لوگ رہتے ہیں
اپنے ہی گھر میں اجنبی کی طرح
اسلم حبیب

— POETIC TRANSLATION —

*It is a misfortune that people live at their house
Yet, they live like aliens in their own house*

— MANAGEMENT LESSON —

The coordination, cooperation and communication are the core functions in the management to carry out their respective tasks more efficiently and effectively. If these functions are not followed appropriately, it will have a negative impact on business performance and its survival too.

2.4. Over Departmentalisation, the Dangers

POETIC TRANSLITERATION

Kitni deewaaaren utthi hain ek ghar ke darmiyaan
 Ghar kahin gum ho gaya deewaar-o-dar ke darmiyaan
 Makhmur Sayeedi

कतिनी दीवारे उठी है एक घर के दरमियों
 घर कहीं गुम होगया दीवार-ओ-दर के दरमियों
 महमूर सईदी

کتنی دیواریں اٹھی ہیں ایک گھر کے درمیاں
 گھر کبھیں گم ہو گیا دیوار و در کے درمیاں
 مخمور سعیدی

POETIC TRANSLATION

*How many walls are built up within a house there?
 The house has disappeared elsewhere within the walls
 and the doors.*

MANAGEMENT LESSON

It is observed that the business organisations divide their operations and functions based on divisions, department, and units to carry out the business operations efficiently and effectively. But if the organisation goes for over departmentation, it may backfire the business operations and the outcome too.

4.5. Business Relationships, the Importance

POETIC transliteration

Tark-e-taalluqaat ko ek lamha chaahiye
Lekin tamaam umr mujhe sochna pada
Fana Kaanpuri

तरक-इ-ताल्लुकात को एक लम्हा चाहिए
लेकिन तमाम उम्र मुझे सोचना पड़ा
फना कानपुरी

ترک تعلقات کو اک لمحہ چاہیے
لیکن تمام عمر مجھے سوچنا پڑا
فنا کانپوری

POETIC TRANSLATION

*A moment is enough to cut off a relationship
But I have to regret the whole life for it*

MANAGEMENT LESSON

The constant business relationship, particularly with the customers and suppliers, is the prerequisite for the smooth functioning and achieving the organisational objectives in the long run. But sometimes it is seen that due to a wrong managerial decision, the relationship with them is broken, and it will lead to collateral business losses.

4.9. Management Team & Confidence

POETIC TRANSLITERATION

Bhala wo kaise samandar ke paar utrenge
nafas nafas jinhen khadsha hai doob jaane ka
Dr. Majid Deobandi

भला वो कैसे समन्दर के पार उतरेगे
नफ़स नफ़स जिन्हें खदशा है डूब जाने का
डॉ. माजिद देवबंदी

بھلا وہ کیسے سمندر کے پار اتریں گے
نفس نفس جنہیں خدشہ ہے ڈوب جانے کا
ڈاکٹر ماجد دیوبندی

POETIC TRANSLATION

*Wonder! How they will cross the sea
Those who have doubts about sinking at every moment.*

MANAGEMENT LESSON

In order to achieve the organisational objectives, the management team must know the policies, procedures, and systems. They should believe and follow them confidently. Otherwise, they cannot achieve the anticipated results.

3.6. Organisations Following the Wrong Approach

POETIC TRANSLITERATION

Suraj hamen har shaam ye dars deta hai
Maghrib ki taraf jaaoge to doob jaaoge
Mamaloom

सूरज हमें हर शाम ये दरस देता है
मग़रबि की तरफ़ जाओगे तो डूब जाओगे
अज्ञात

سورج ہمیں ہر شام یہ درس دیتا ہے
مغرب کی طرف جاؤ گے تو ڈوب جاؤ گے
نامعلوم

POETIC TRANSLATION

*The sun teaches us a lesson every evening
That if you follow the west, you will be immersed*

MANAGEMENT LESSON

The domestic organisations copying foreign management practices or following the different styles may not be able to materialise their vision. They will be in trouble, at the end of the day. The organisations in the orient following the western style may have an inevitable fall or collapse because the approach and the method may not match the local situation.

3.9. Long Lasting Organisations

— POETIC transliteration —

Ajab khuloos ajab saadgi se karta hai
 Darakht neki badi khaamushi se karta hai
 Atul Ajnabi

अजब खुलूस अजब सादगी से करता है
 दरख्त नेकी बड़ी खामुशी से करता है
 अतुल अजनबी

عجب خلوص عجب سادگی سے کرتا ہے
 درخت نیکی بڑی خاموشی سے کرتا ہے
 اتل اجنبی

— POETIC TRANSLATION —

*It shows wonderful kindness with strange simplicity.
 The tree does virtue with great quietness.*

— MANAGEMENT LESSON —

It is observed that there are a few renowned business organisations that have been providing the best goods and services to the society with higher levels of satisfaction and value for money without any publicity and advertisement. These organisations are long-lasting in the market irrespective of the adversities.

4.11. Management Control, the Prerequisites

POETIC transliteration

Apni hi nazron mein girne ka ho andesha agar
 Aaiyne ke saamne bhi kam taherna chaahiye
 Ghalib Irfan

अपनी ही नज़रों में गरिने का हो अंदेशा अगर
 आईने के सामने भी कम ठहरना चाहिए
 ग़ालिब इरफ़ान

اپنی ہی نظروں میں گرنے کا ہو اندیشہ اگر
 آئینے کے سامنے بھی کم ٹھہرنا چاہیے
 غالب عرفان

POETIC TRANSLATION

*If there is a doubt of humiliation in your own eyes
 Then, you should also reduce facing the mirror*

MANAGEMENT LESSON

A few business unit heads try to avoid audit and appraisals in their business operations and functions as they are not transparent, accurate, and fair in their activities. However, the accounting and financial audits and the business appraisals are the prerequisites for the management functions. Thus, the management control plays a decisive role in all organisations irrespective of the nature of business and its size.

Thank You

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