

Model Answer Sheet

Subject: Management

Course Code: CE4E

Sub Code: 12219

Q.1

a) Explain Globalization with 2 advantages & 2 dis-advantages.

→ Globalization :

It refers to the trend towards countries joining together economically through education, society & politics and viewing themselves not only through their business national identity but also as part of the world as whole.

In 1991, Indian economy was open to privatization & globalization and is termed as turning point of Indian economy. At starting, globalization was very conflicting in those days due to its positive & negative projections.

Globalization impacts not only on industries but also on all areas of common man.

→ Advantages :

- i) Employment opportunities are increased.
- ii) Due to more competition among producers, quality awareness & excellence in output has increased.

→ Dis-advantages :

- i) Domestic business has gone through tremendous competition.
- ii) Due to industrialization, environment is in trouble.

b) Give explanation of levels of management.

→ Levels of Management:

- i) Top management: Board of director, managing director, Chief executive officer etc.
Function: Setting basic goals & objectives.
- ii) Upper middle management: sales executive, production executive.
Function: Establishment of organization.
- iii) Middle management: Branch manager, general foreman.
Function: to cooperate to run organization smoothly.
- iv) Lower management: Supervisor, foreman.
Function: Direct supervision of workers & their work.
- v) Operating force: workers, skilled & un-skilled labors.
Function: To do work on machine or manually using tools.

c) What is organization? What are its characteristics?

→ An organization is a group of persons united to achieve any constructive task.

→ Characteristics:

- (i) It is group of working people.
- (ii) Well defined structure.

(iii) It mentions rules & regulations.

(iv) It is a system

→ e.g. Company, Student organization.

d) What are steps in forming organization?

→ Steps:

i) Objectives/ Goals are determined.

ii) Formulating supporting policies.

iii) Identifying & classifying necessary activities.

iv) Grouping these activities in best way.

v) Assignment of duties.

vi) Horizontal & vertical relationship of authority & responsibility.

Q.2

a) Explain line & staff organization with advantages, dis-advantages & application.

→ Line & staff organization:

It is a combination of line and functional organization.

It has horizontal structure with vertical also.

→ Advantages:

i) Decisions are quick & correct.

ii) Productivity is better.

→ Dis-advantages:

i) Cost of production is more due to good packages to staff.

ii) Sometimes injustice to line people.

→ Application:

i) Medium & large scale industries.

ii) Manufacturing & automobile sector.

b) What is staffing in human resource management?

→ Staffing:

i) It is the function of management which includes the process by placing right person at right position in the organization.

ii) It is a function related to HR administration.

iii) HR department includes

a) Recruitment process

b) Training

c) Assigning people different policies

d) Welfare activities

iv) Training & development programs enhance the skill in employees.

v) Frequently check the performance of staff.

c) Explain administration & management.

→ Administration:

- i) It consists of deciding, determination of goals & policies of the enterprises.
- ii) It concerned with decision making, policy making & necessary adjustments.
- iii) It is determinative function.
- iv) It does not need any technical ability.

→ Management:

- i) It directs human efforts towards common goals.
- ii) Management is productive character.
- iii) It is executive function.
- iv) It needs technical ability.

Q. 3

a) Explain proprietorship.

→ Proprietorship:

- i) If a business runs under a single person then it is called as proprietorship.
- ii) Profit is the main motive.

→ Advantages:

- i) Easy to form business
- ii) No corruption
- iii) Freedom of work
- iv) No sharing in profits

→ Dis-advantages

- i) Overloading of work
- ii) Growth rate is little
- iii) Decisions may be wrong
- iv) Limitation for capital investment

→ Applications:

- i) Small manufacturing units
- ii) Press shop

b) Explain functions of management.

→ Functions:

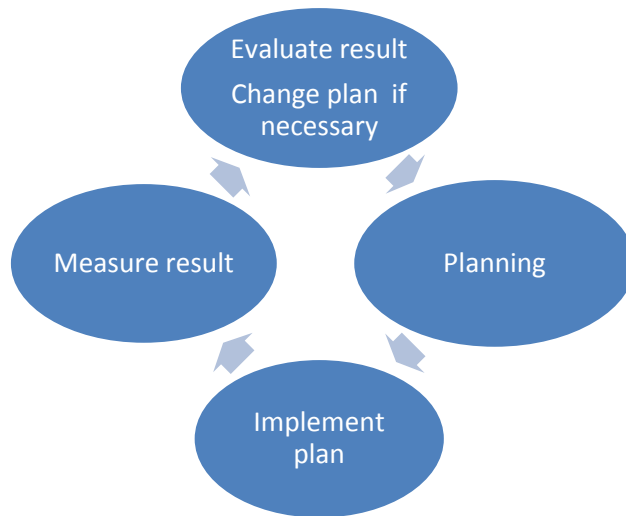
1. Planning:

It is defined as deciding in advance what to do, when to do, how to do & who will do it.

It finds out risks.

It focus real objective of goal.

Loop of Planning:

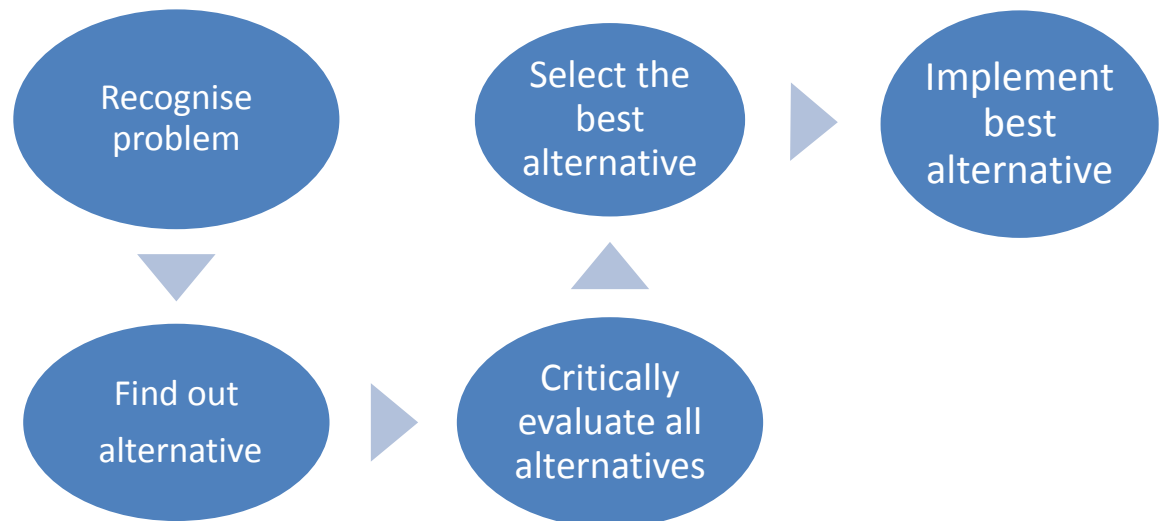


2. Decision Making:

Managers are effective officials when they are excellent in decision making.

Now mathematical models & operational research concept are required.

Steps in decision making:



c) Explain recruitment process.

➔ Recruitment process:

It refers to process of attracting, screening, selecting & onboarding a qualified person for job.

