

# FUNCTIONS OF MANAGEMENT

## Two Marks Questions :

**Q. 1. What do you understand by 'POSDCORB' ?**

**Ans.** 1. P–Planning, 2. O–Organising, 3. S–Staffing, 4. D–Directing, 5. CO–Co-ordinating, 6. R–Reporting, 7. B–Budgeting

**Q. 2. What is co-ordination function of management ?**

**Ans.** The process of establishing synchronisation in the working of various persons and departments in the organisation is known as co-ordination. This function of management binds the whole of the organisation in an efficient hierarchical chain. Efficient co-ordination plays a vital role in the success of the organisation.

**Q. 3. What is controlling function of management ?**

**Ans:** The process of regulating the working of the organisation for the achievement of organisational objectives is known as controlling. Under it, actual performance of the employees is evaluated in comparison to specified performance standards and any deviation in this context is reported. Then, corrective action is taken as per needs and circumstances.

**Q. 4. What is meant by management in action ?**

**Ans.** Functions of management refer to functions performed by the management of the organisation for the existence, working and success of the organisation. In every organisation, management of the organisation performs these functions for the achievement of pre-determined objectives. Under these functions, management of the organisation ensures the success of the organisation by making optimum use of the limited resources of the organisation.

## Four Marks Questions :

**Q. 1. Explain controlling function of management.**

**Ans.** The process of regulating the working of the organisation for the achievement of organisational objectives is known as controlling. Under it, actual performance of the employees is evaluated in comparison to specified performance standards and any deviation in this context is reported. Then, corrective action is taken as per needs and circumstances.

Following steps are included in the process of controlling :

- (a) To implement specified plans and policies.
- (b) To evaluate the actual performance of the employees.
- (c) To compare the actual performance of the employees with pre-determined performance standards.
- (d) If there is any deviation in actual performance, then to make efforts for correction and improvement.

**Q. 2. Explain staffing in detail.**

**Ans.:** Staffing refers to the appointment of suitable persons on various functional posts in the organisation. Under staffing ; decisions about identifying, recruitment, selection, training, development, promotion, payment of remuneration and performance evaluation of employees required for performing various functions of the organisation are made. Under the process of staffing, not only various vacancies in the organisation are filled by appointing suitable persons at various functional posts, but efforts are also made to keep those posts filled.

**Q. 3. "Co-ordination is the essence of management of an organisation". Discuss.**

**Ans.** The process of establishing synchronisation in the working of various persons and departments in the organisation is known as co-ordination. This function of management binds the whole of the organisation in an efficient hierarchical chain. Efficient co-ordination plays a vital role in the success of the organisation.

Under the process of co-ordination, efforts required to be made for performing various functions of the organisation, the quality of efforts, the timing and sequence of efforts to be made etc. are determined so that organisation may function without any problem. That is why some scholars give too much importance to the process of co-ordination by referring to it as the 'essence' of the management.