

# JAYALAKSHMI COACHING INSTITUTE

[Develop Skills Through Education]

RR Towers, No.258, 2<sup>nd</sup> Floor, Triplicane Highroad, Triplicane, Chennai – 600 005.

M: 93456 34007 | P: 044 4795 7166 | E: jayalakshmicoachinginstitute@gmail.com

*Web: [www.Jayalakshmicoachinginstitute.com](http://www.Jayalakshmicoachinginstitute.com)*

## 12<sup>th</sup> COMMERCE [CHAPTER 2] – FUNCTIONS OF MANAGEMENT

### I. Choose the Correct Answers:

1. Which is the primary function of management? **Planning**
2. Which of the following is not a main function? **Decision Making**
3. **Co-ordinating** is included in every managerial function.
4. Which of the following is verification function? **Controlling**
5. The goals are achieved with the help of **Motivation**.

### II. Very Short Answer Questions:

#### 1. Write a short note about Planning.

- Planning is the primary function of management.
- Nothing can be performed without planning.
- Planning refers to deciding in advance.
- Think Before you Act or Look Before you Leap are some of the usual traditional proverbs which provide a basis or logic for planning.

#### 2. What is meant by Motivation?

- The goals are achieved with the help of motivation.
- Motivation includes increasing the speed of performance of a work and developing willingness on the part of workers.
- This is done by resourceful leader.
- The workers expect favourable climate conditions to work, fair treatment, monetary or non-monetary incentive, effective communication and gentleman approach.

### 3. List the subsidiary functions of management.

- Innovation
- Representation
- Decision Making
- Communication

### 4. What is the Traditional proverb used in planning?

- Think Before you Act or Look Before you Leap are some of the usual traditional proverbs which provide a basis or logic for planning.

## III. Short Answer Questions:

### 1. List out the main functions of management?

- **Planning:** It refers to deciding in advance.
- **Organising:** It is the process of establishing harmonious relationship among the members of an organisation.
- **Staffing:** It refers to placement of right persons in the right jobs.
- **Directing:** It denotes motivating, leading, guiding and communicating with subordinates on an on-going basis in order to accomplish pre-set goals.
- **Motivating:** Goals are achieved with the help of motivation.
- **Controlling:** It is performed to evaluate the performance of employees and deciding increments and promotion decisions.
- **Co-ordination:** It is the synchronization of the actions of all individuals, working in the enterprises in different capacities.

### 2. State the importance of staffing.

- Staffing refers to placement of right persons in the right jobs.
- It includes selection of right persons, training to those needy persons, promotion of best persons, retirement of old persons, performance appraisal of all the personnel, and adequate remuneration of personnel the success of any enterprise depends upon the successful performance of staffing function.

### 3. How the employees are informed about important matters in a company?

- Employees are kept informed of all necessary matters by circulars, instructions manuals, newsletters, notice-boards, meeting, participative mechanism, etc., in order to enable the employees to accomplish the organizational goals.

#### IV. Long Answer Questions:

##### 1. Explain the various functions of management. (Any 5)

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| <b>Planning</b>   | <ul style="list-style-type: none"><li>➤ Planning is the primary function of management.</li><li>➤ Nothing can be performed without planning.</li><li>➤ Planning refers to deciding in advance.</li><li>➤ Think Before you Act or Look Before you Leap are some of the usual traditional proverbs which provide a basis or logic for planning.</li></ul>  |
| <b>Motivation</b> | <ul style="list-style-type: none"><li>➤ The goals are achieved with the help of motivation.</li><li>➤ Motivation includes increasing the speed of performance of a work and developing willingness on the part of workers.</li><li>➤ This is done by resourceful leader.</li><li>➤ The workers expect favourable climate conditions to work, fair treatment, monetary or non-monetary incentive, effective communication and gentleman approach.</li></ul> |
| <b>Staffing</b>   | <ul style="list-style-type: none"><li>➤ Staffing refers to placement of right persons in the right jobs.</li><li>➤ It includes selection of right persons, training to those needy persons, promotion of best persons, retirement of old persons, performance appraisal of all the personnel, and adequate remuneration of personnel the success of any enterprise depends upon the successful performance of staffing function.</li></ul>                 |
| <b>Directing</b>  | <ul style="list-style-type: none"><li>➤ Directing denotes motivating, leading, guiding and communicating with subordinates on an on-going basis in order to accomplish pre-set goals.</li><li>➤ Employees are kept informed of all necessary matters by circulars, instructions manuals, newsletters, notice-boards, meeting, participative</li></ul>  |

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|                      | <p>mechanism, etc., in order to enable the employees to accomplish the organizational goals.</p>  |
| <b>Co-ordination</b> | <ul style="list-style-type: none"> <li>➤ Co-ordination is the synchronization of the actions of all individuals, working in the enterprises in different capacities; so as to lead to the most successful attainment of the common objectives.</li> <li>➤ Co-ordination is included in every managerial functions:</li> <li>➤ E.g.: Planning and co-ordination, Organising and co-ordination, Staffing and co-ordination, Directing and co-ordination, Motivation and co-ordination and Controlling and co-ordination.</li> </ul> |