

February

22 053-312 Week 08
Friday

Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Annai Vailankanni Arts & Science College
Thanjavur - 7

Business Management 16CCCCA3

Commerce - CA.

Assistant prof. K. Selvarani

10/11/15

Unit V - I year B.Com.CA

II - Sem - Business Mgr.

Leadership

Dubin R.

Leadership is the exercise of authority and making decisions.

features of Leadership

1. Dynamic force.
2. Human group support
3. presuppose the existence of a class followers
4. absurdity
5. regulates, modifies, controls direct behaviour of worker/followers
6. Highly situation
6. power based

055-310 Week 09
Sunday 24

Qualities of Leadership

Dr. May Smith. 1. Intelligence & good decision making power

A blow with a word strikes deeper than a blow with a sword.

6	7	8	9	10	11
12	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

Insight & imagination

Ability to accept responsibility

A sense of humor

A well balanced personality

A sense of justice.

Functions of Leader

1. As an executive
2. As a power
3. As a expert policy
4. As a policy maker,
5. As an arbitrator
6. As a group representative
7. As a model behaviour.

Don't burn the candle at both ends

March		Mon	Tue	Wed	Thu	Fri	Sat
31				6	7	8	9
3	4	5	6	7	8	9	10
10	11	12	13	14	15	16	17
17	18	19	20	21	22	23	24
24	25	26	27	28	29	30	

Types of Leaders

Authoritarian or Autocratic Leader

Leader who are dictators who do not allow the subordinates to reason why.

Democratic Leader:

A leader welcomes the participation of the group in the formulation of policies decision making.

Laissez-fair leader:

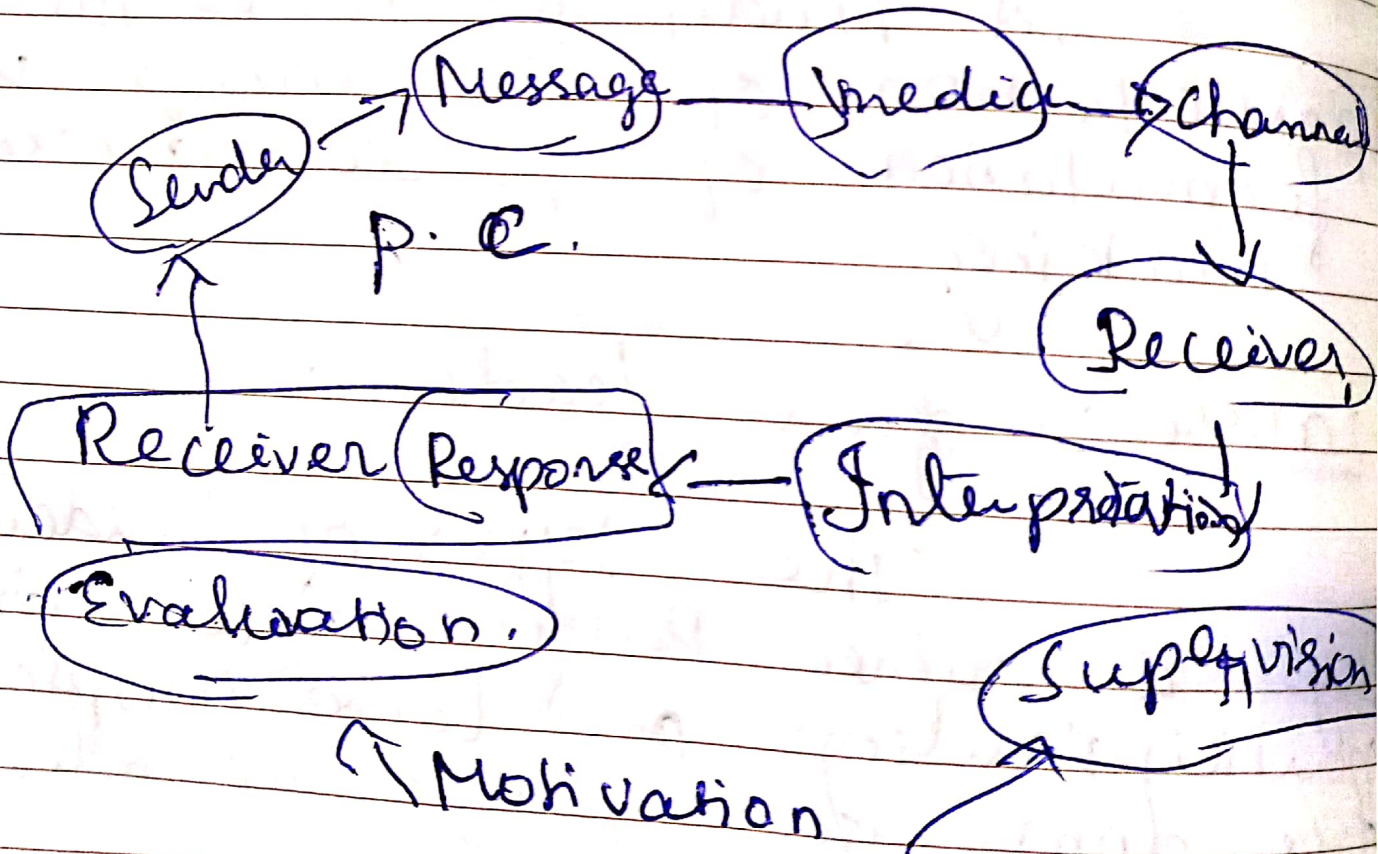
The types of leader plays a rather passive role in social participation and leave complete free dom for group & individual decisions.

Communication

Define

It is impossible to have human relation without communication. and vice versa.

Process of Communication



Sender :-

Types of Communication

Formal Communication.

A formal ^{organisation} structure, when a manager direct his deputy to do something. it is an instance of formal communication.

Informal Communication.

Informal groups and organisation based on personal social relationship which exist among the members of organisation.

Oral Communication :-

The sender & receiver they exchange information by the words of mouth.

Written Communication :-

The msg. conveyed in writing including letters notes, circulars & memorandums etc

Every rose has its thorn.

February		March		April	
Sun	Mon	Tue	Wed	Thu	Fri
2	3	4	5	6	7
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29

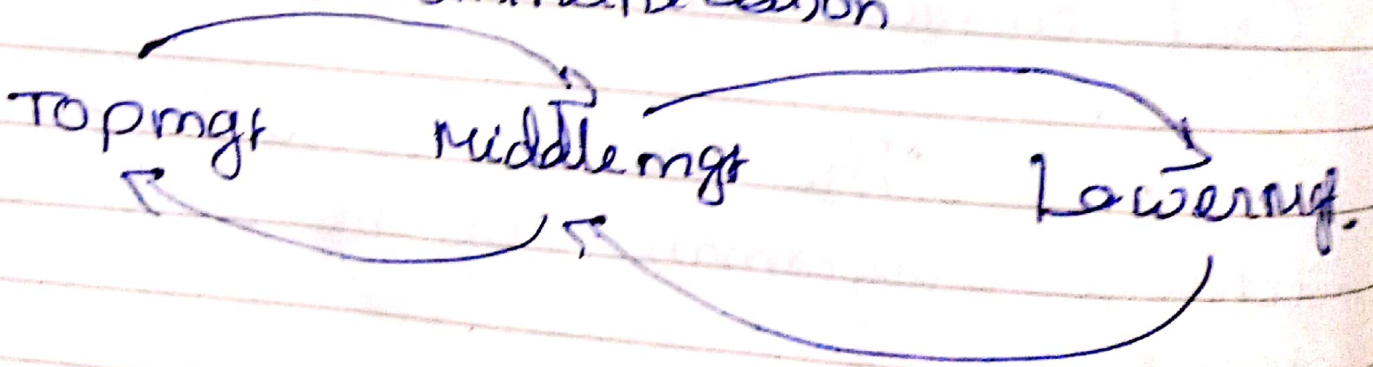
Downward Communication:

Implies the flow of information or understanding from persons occupying higher position to those at lower levels. Orders, instruction, circulars, memoranda, manuals etc.

Upward Communication:

Bottom up communication. The direction flow this communication is printed from lower level of successfully higher level in the organisation.

Horizontal Communication



Controlling

Controlling

Definition :- control is a primary goal oriented function of Mgt in an organisation it is a process comparing the actual performance with the set std. of the company to ensure that activities are performed according to the plans and if not then taking corrective action.

Importance of control

062-303 Week 10
Sunday

03

1. control is the basic of planning
2. Basic of appraisal
3. predetermine standard & objective
4. development of discipline atmosphere between employees & orgn.
5. planning, motivation, coordination, & directing of the mgt.
6. Assistance in co-ordination
7. efficient control time money, energy
8. " " in decentralisation
9. Good control is fast lead to greater organisation efficiency

Don't put all your eggs in one basket.

Scope of Manage Control

- 1 Control over policies
- 2 " on wages, salaries
- 3 " on organisation
- 4 " on personnel
- 5 cost control
- 6 control over methods
- 7 " on capital expenditure
- 8 " on production
- 9 " on research & development
10. material control

Control Process

1. Determining standard :
2. Measurement of Actual performance
3. Comparing actual "
4. Determining the reasons for deviation
5. Taking corrective action.

