

# Patrician College of Arts & Science

Department of Corporate Secretaryship

BUSINESS MANAGEMENT

CYA4B

EVEN SEMESTER

Presented By  
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# **PRINCIPLES OF MANAGEMENT**

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**14 PRINCIPLES OF  
MANAGEMENT  
SUGGESTED  
BY  
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**DIVISION OF  
LABOUR**

**EQUALITY  
OF  
AUTHORITY  
&  
RESPOBILI  
TY**

**DISCIPLINE**

**UNITY OF  
COMMAND**

**UNITY OF  
DIRECTION**

**SUBORDINATED  
OF INDIVIDUAL  
INTEREST  
TO  
COMMON  
INTEREST**

**FAIR  
RENUMERATION**

**CENTRALISATION  
&  
DECENTRALISATION**

**SCALAR  
CHAIN**

**ORDER**

**EQUALITY**

**STABILITY  
OF  
TENURE  
OF  
PERSONNAL**

**INITIATIVE**

**ESPRIT DE  
CORPS**

# DIVISION OF LABOUR

All activities must be sub divided into sub activities and allocated to no of workers

The division of work causes simplification of work, reduce wastage and increase efficiency of individual employees



# EQUALITY OF AUTHORITY & RESPONSIBILITY

**AUTHORITY** –  
Right to make  
decision

**RESPONSIBILITY**  
Duty for performi  
ng the function

**AUTHORITY > RESPONSIBILITY**

**MISUSE OF  
AUTHORITY**

**AUTHORITY < RESPONSIBILITY**

**INEFFICIENCY**

# DISCIPLINE

**Obedience to  
the rules and  
regulation**

**Systematic work  
ing & mutual  
trust**

**Proper conduct  
with the fellow  
workers**



# UNITY OF COMMAND

*Only one superior to receive order & to him be one accountable*

*It Avoid confusion, ensure stability & maintain discipline*





# UNITY OF DIRECTION

*One head one plan*

*Group activity  
should have the  
same objective as  
the  
business*

*Purpose is to achieve  
"UNITY OF ACTION"*



**SUBORDINATED  
OF  
INDIVIDUAL  
INTEREST  
TO  
COMMON  
INTEREST**

**Individual  
interest  
Should be  
Sacrificed**

**Common  
interest can  
achieve  
work force**

**Then,  
Goal of the  
organization  
can be  
performed**

**FAIR  
RENUMERATION**

**Financial  
position**

**Dependence of  
remuneration**

**Work with  
commitment**

**Cost of living**

**Work with  
loyalty**

**Performance of  
the employees**

**Reasonable  
remuneration**





**CENTRALISATION  
&  
DECENTRALISATION**

## **CENTRALIZATION**

**Decision making authority to top management**




## **DECENTRALIZATION**

**Dispersal of decision making authority at different levels**



## **CENTRALISATION & DECENTRALISATION**

**Optimum balance of both will meet the needs of the  
organization**





**It is a Chain of authority and responsibility relationship from the higher level to the lower level**

**Any communication should be passed through this chain so that there will not be any undue delay**

**Direct communication within two employee can also be done in case of necessary**

**ORDER**

Ensures  
smooth  
flow of  
work

All materiel  
for the  
management  
should be in  
proper order  
and place

To  
allocate  
properl  
y

TREAT WITH  
KINDNESS,  
JUST & FAIR

EQUALITY

NO  
DISCRIMINATION

EQUALITY  
SHOULD BE  
CREATED

IT  
MAINTAINS  
GOOD  
RELATION



**STABILITY  
OF  
TENURE  
OF  
PERSONNAL**

**Employees  
retain in their  
position**

**Retain for  
fixed period  
of time**

**Should not  
removed in  
short time**

**Analyze their  
working  
capacity**





**ESPRIT DE  
CORPS**

Means  
Unity is  
Strength

Realizing  
common  
goal

Promote  
team spirit

Cooperation  
among  
employees



Thank You





# Thank you

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