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Fundamentals of Management: General Principles of Management (For CBSE, ICSE, IAS, NET, NRA 2022)

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General Principles of Management

General Principles of Management:

- **Division of Work**
- **Authority and Responsibility**
- **Discipline**
- **Unity of Command**
- **Unity of Direction**
- **Subordination of Individual Interest to General Interest**
- **Remuneration**
- **Centralisation**
- **Scalar Chain**
- **Order**
- **Equity**
- **Stability of Tenure**

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- **Initiative**
- **Esprit de Corps**

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Division of Work

- Work should be assigned to a person for which he is best suited.
- Work should be divided into compact jobs to be assigned to individuals.

Authority and Responsibility

- Responsibility: Work assigned to any person
- Authority: Rights that are given to him to manage people and things to ensure performance
- Authority should go hand in hand with the responsibility for effective results.

Discipline

- Emphasizes that subordinates should respect their superiors and obey their orders.
- Superiors' behavior should be such that they make subordinates deferential.
- There will be no problem of industrial disputes.

Unity of Command

- Subordinate should work under the supervision of one superior only.
- In this he gets instructions and to whom he is accountable.
- Avoids confusion in authority and instructions.

Unity of Direction

- Each group of activities having the same purpose.
- One head and one plan of action.
- There may be wastage, over expenditure and useless competition among the managers.

Subordination of Individual Interest to General Interest

- Collective good and interest of the organisation as a whole.
- It should be preferred to individual interests.
- This ensures welfare of the organisation as well as its individual members.

Remuneration

- Management should try to give fair wages to the employees.
- So, as to ensure satisfaction of workers and productivity for the organisation.

Centralization

- Single manager can supervise the work of the subordinates easily.
- Big organisation, control is divided among number of persons to facilitate operational decision making at different levels.

Scalar Chain

- Chain of authority relationship from the highest to the lowest ranks.
- Order of this chain should be maintained when some instructions are to be passed on or study is to be made.

Order

- Placement of men and materials should be properly made.
- Each man should be provided the best suited work.

Equity

- Requires the managers to be kind and just to workers.
- Promotes a friendly atmosphere between superiors and subordinates.
- Motivates them to perform their duties efficiently.

Stability of Tenure

- Employees should be provided stability and continuity of their ownership of employment.
- There should not be frequent termination of employees.
- Achieved through good remuneration and honorable treatment of personnel.

Initiative

- Implies encouraging initiative among its personnel.
- To chalking out and execution of a plan to achieve the desired results.

Esprit De Corps

- It means team spirit.
- Managers should introduce the spirit of teamwork and cooperation among the employees.
- Helps in developing an atmosphere of mutual trust and a sense of unity.