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1. Scientific management theory

Developed by Frederick Taylor, he was one of the first to study work performance scientifically. Taylor's principles recommended that the scientific method should be used to perform tasks in the workplace, as opposed to the leader relying on their judgment or the personal discretion of team members. His philosophy emphasized that forcing people to work hard would result in the most productive workplace. Instead, he recommended simplifying tasks to increase productivity. He suggested that leaders assign team members to jobs that best match their abilities, train them thoroughly and supervise them to ensure they are efficient in the role.

While his focus on achieving maximum workplace efficiency by finding the optimal way to complete a task was useful, it ignored the humanity of the individual. This theory is not practiced much today in its purest form, but it demonstrated to leaders the importance of workplace efficiency, the value of making sure team members received ample training and the need for teamwork and cooperation between supervisors and employees.

2. Principles of administrative management theory

Henri Fayol, a senior executive and mining engineer, developed this theory when he examined an organization through the perspective of the managers and situations they might encounter. He believed that leaders had six main functions, to forecast, plan, coordinate, command and control, and he developed principles that outlined how leaders should organize and interact with their teams. He suggested that the principles should not be rigid but that it should be left up to the manager to determine how they use them to manage efficiently and effectively. The principles he outlined are:

- **Initiative:** This refers to the level of freedom employees should have to carry out their responsibilities without being forced or ordered.
- **Equity:** This principle implies everyone in the organization should be treated equally and that it should be an environment of kindness.
- **Scalar chain:** This principle says there should be a chain of supervisors from the top level of management to the lower level and that communication generally flows from top to bottom. He emphasized that there is no hard rule regarding

the communication process through the chain of command.

- **Remuneration of personnel:** This principle refers to the assertion that there should be both monetary and non-monetary remuneration based on performance levels to create a bond between the employee and the organization.
- **Unity of direction:** This principle asserts that there should be only one manager per department who is in charge of coordinating the group activity to attain a single goal.
- **Discipline:** According to this principle, employees should be respectful and obedient, and an organization should outline rules and regulations that clarify rules, good supervision and a reward-punishment system.
- **Division of work:** This principle asserts that the overall action of management should be divided and that team members should be given responsibilities based on their skills and interests to make them more effective and efficient.
- **Authority and responsibility:** According to this principle, there should be a balance between authority—the right to give commands and make

decisions—and responsibility—the obligation of an employee to perform the tasks they're designated.

- **Unity of command:** This refers to the assertion that employees must get orders from only one immediate supervisor and be accountable to that person only.
- **Subordination of individual interest to general interests:** There must be harmony between the interests of the individual and the organization, although the organizational interest should be given priority since it will bring rewards for the individual.
- **Centralization:** According to this principle, the topmost level of authority should be centralized to the top level of management, who has the power to make the most important decisions in an organization.
- **Order:** This principle asserts that for an organization to run smoothly, the right man must be in the right job and that therefore every material and employee should be given a proper place.
- **Stability of tenure:** According to this principle, employees must have job security to be efficient.
- **Espirit de corps:** This refers to the belief that there must be a unified team contribution and that cooperation is always greater than the aggregate of individual performances.