**Set- I**

**Internal Assignment**

**PRINCIPLES OF BUSINESS MANAGEMENT**

**1. Discuss the scope of ‘Management’ and the different levels of management.**

**Ans.** Scope management is the process whereby the outputs, outcomes and benefits are identified, defined and controlled. ‘Scope’ is the term used in the management of projects to refer to the totality of the outputs, outcomes and benefits and the work required to produce them.

### The different levels of management:

The term Levels of Its Half solved only

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**2. Differentiate the qualities of the following two kinds of managers: -**

**a) Result based manager**

**b) Strategic manager**

**Ans: Qualities of the Result based manager:**

1. Better implementation  
     
   Thinking in terms of problems and opportunities, explicit and shared understanding of “expected results” can strengthen needs assessment, rapid appraisals, planning and monitoring and reveal early in the process misunderstandings or disagreements about goals among stakeholders and implementing partners, which can undermine effective implementation if they are ignored. Getting results clear at the start is the best choice, but clarifying them later can still help remove implementation

**Set- II**

**4. Discuss the steps in staffing process and its importance in an organisation.**

**Ans.** Staffing is the process of recruiting employees who are eligible for certain positions in a [company](https://www.toppr.com/guides/business-studies/forms-of-business-organisations/types-of-companies/).

## Staffing Process

It is a truth that human resource is one of the greatest for every organization because in any organization all other resources like- [money](https://www.toppr.com/guides/economics/money-and-credit/all-about-money-and-credit/), [material](https://www.toppr.com/guides/science/sorting-materials-into-groups/properties-of-materials/), machine etc. can be utilized effectively and efficiently by the positive efforts of [human resource](https://www.toppr.com/guides/business-management-and-entrepreneurship/human-resource-management/).

Therefore it is very important that

**5. Define ‘Controlling’. Explain the steps involved in controlling process.**

**Ans.** Controlling involves ensuring that performance does not deviate from standards. Controlling consists of five steps:

(1) set standards,

(2) measure

**6. Define ‘Directing’. Briefly discuss the principles of directing.**

**Ans.** Directing is the heart of management function. All other functions of management such as planning, organizing, and staffing have no importance without directing. [Leadership](https://www.toppr.com/guides/business-studies/directing/leadership/), motivation, [supervision](https://www.toppr.com/guides/business-management-and-entrepreneurship/direction-and-coordination/elements-of-direction-supervision/), communication are various aspects of directing. Let us study the importance and principles of directing.

## Principles of Directing:-

### 1. Maximum Individual