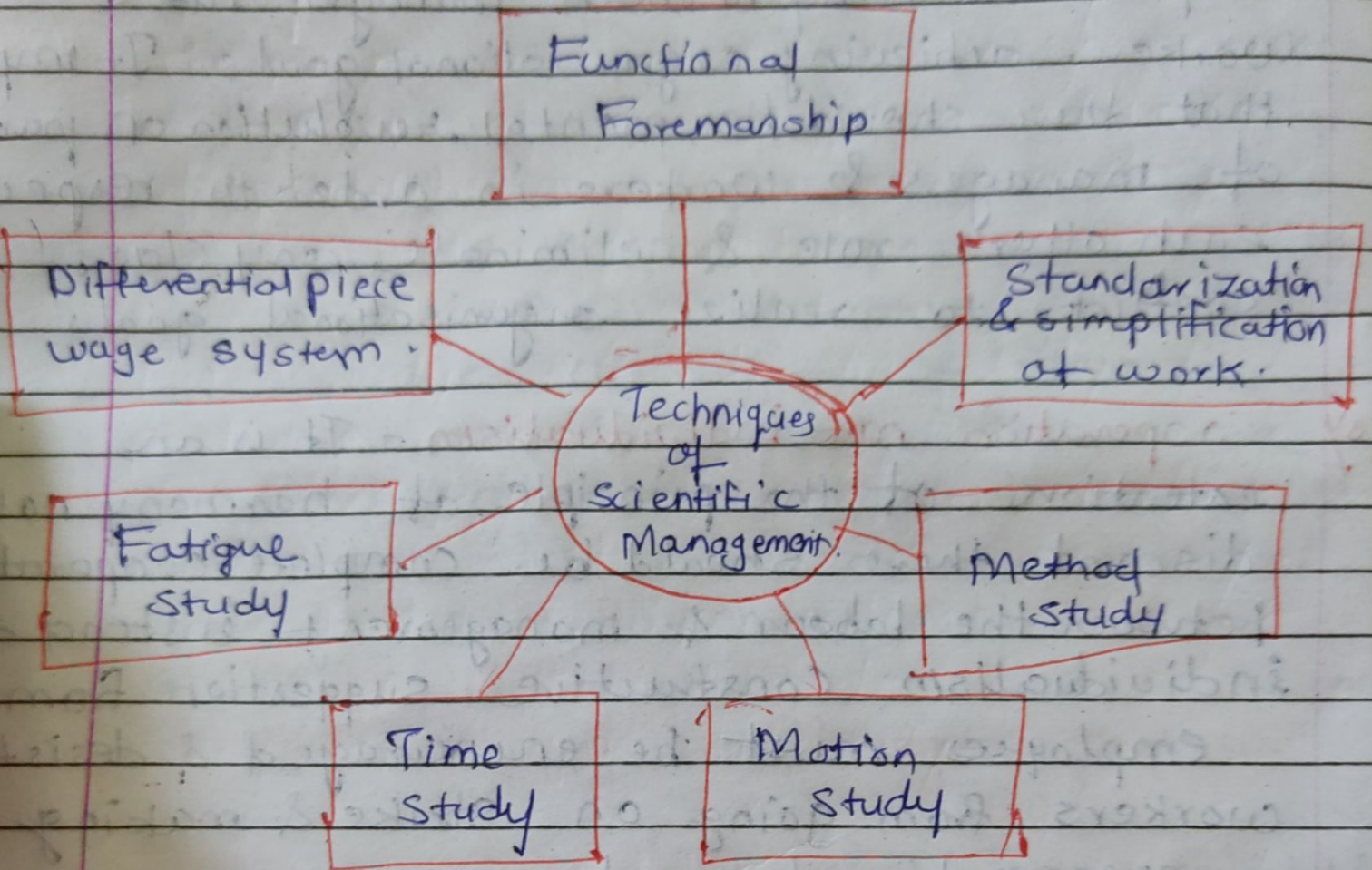


# Techniques of Scientific Mgmt.

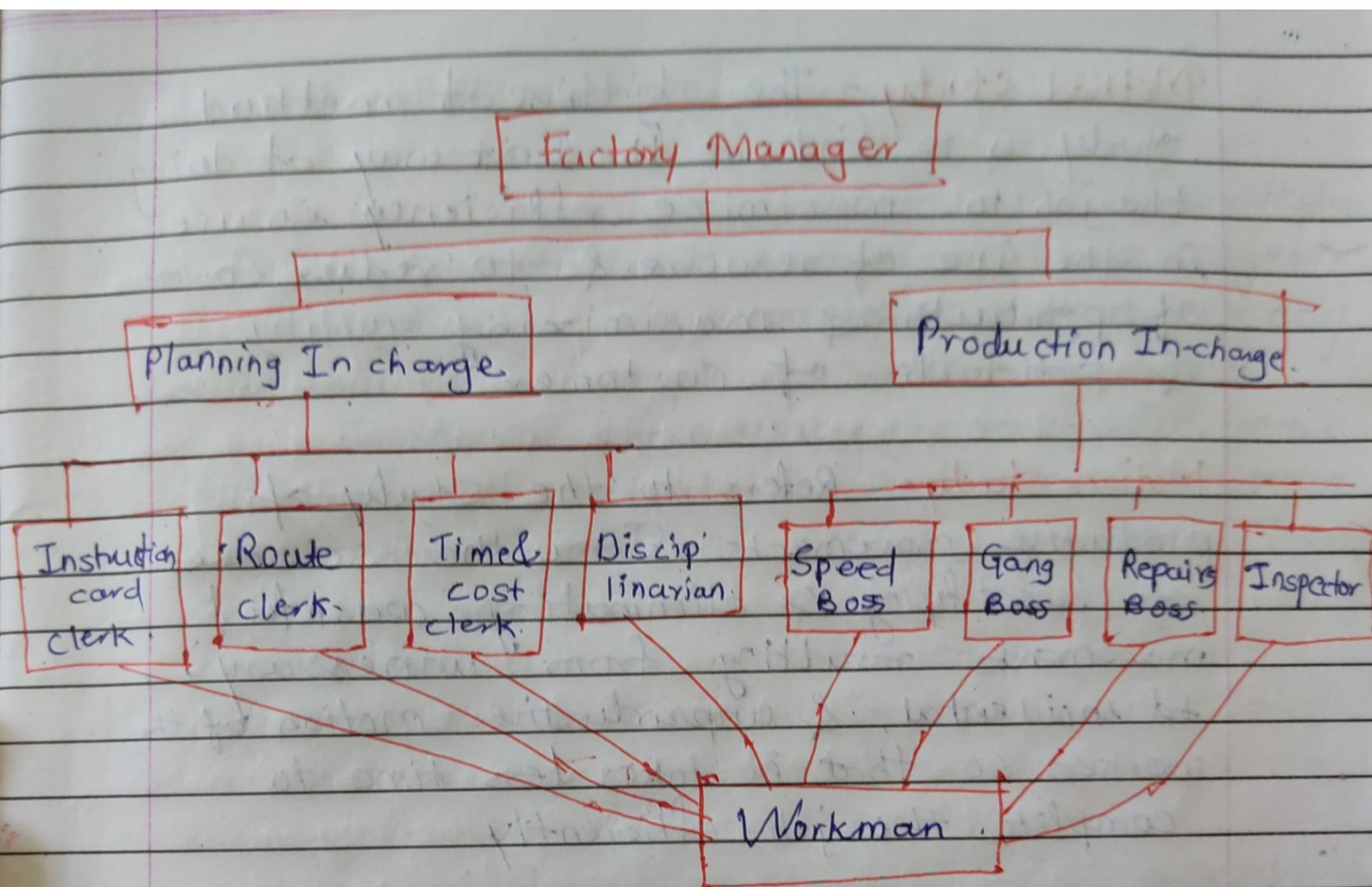


1) Functional Foremanship - Functional Foremanship is a technique in which planning & execution are separate.

① Supervision is divided into several specialized function & each function is to entrusted to a foreman.

② There are eight foreman in the related process or function of production

③ Four each under planning & execution who keep a watch on all workers performance.



## 2) Standardization & Simplification of work.

Standardization refers to developing standards for every business activities to maximize output. Whereas simplification refers to eliminating unnecessary varieties, sizes & grades of product or services. It results in saving of cost of labour, machines & tools. It leads to fuller utilization of equipment & increase in turnover.

**Method study** - The objective of method study is to find out the best way of doing the job to maximize efficiency in use of resource & to reduce cost of production & maximizing quality & satisfaction of customer.

**Motion study** - Refers to the study of productive movements. It is the science of identifying & eliminating wasteful movements resulting from unnecessary, incidental, & unproductive motion of the workers so that it takes less time to complete the job efficiently.

**Time study** - It determines the standard time taken to perform a well defined job. The objective of time study is to determine the number of workers to be employed, frame suitable incentives schemes & determine labour costs.

**Fatigue study** - It seeks to determine time & frequency of rest intervals in completing a task. The rest intervals will enable workers to regain their lost stamina thereby avoiding accidents, rejections

& industrial sickness.

**Differential piece-wage system** - This differentiates efficient & inefficient workers & links wages & productivity. The standard output per day is established & two-piece rates are used.

Higher for those who achieve upto & more than standard output, i.e. efficient workers, & lower for inefficient & slow workers. Thus, efficient workers will be rewarded & inefficient will be motivated to improve their performance.

### **Fayol's Principles of Management.**

According to Henri Fayol's Specialization promotes efficiency at workforce & increase productivity. In addition, the specialization of workforce increase their accuracy & speed.

14 principles were given by him which is below

**1) Division of work** - Work is divided in small tasks/jobs & a trained specialist who is competent enough to perform the job does each work. This it leads greater efficiency, specialization, increase productivity.