

1) Fair wages:

Fair wages is an effective instrument in the hands of a manager for inspiring people at work. If a worker has a low wage, he or she may not be interested at work anymore.

2) Profit sharing:

Generally owner is the main obtained of the profit. But if the owner distributes or shares the part of this profit through the workers, they will active to their work & in accordance with they will attempts to increase the profit. Thus a company may develop.

3) Bonus:

Now-a-days, bonus is the most popular element in the financial means of motivation. Usually, during special occasions bonus is given through the workers & subordinates. By getting bonus they become solvent & happy. So they can actively perform their work. Their fondness increases to work.

4) Financial security:

Every worker has a desire to future financial security. For this purpose provident fund, gratuity, pension, group insurance etc opportunities should be available in a company.

5) Advance:

At present in our country many company gives advance to the worker or subordinates from their provident fund against their raw wages. Financial institution offers them a loan at uncomplicated conditions. This also inflamed them to work properly.

6) Accommodation facilities:

Accommodation facility included in fundamental want of human beings. If a worker has no good accommodation facilities he or she cannot give concentration to his/her work. So a company should give proper accommodation facilities to the worker. If it is not possible to manage accommodation facilities for the workers an allowance should be managed for them.

7) Transportation facilities:

Many workers come away from the industry. So the managers have a responsibility to manage the transportation facilities for the workers & subordinates. This kind of facility refreshes their mind. For this reason they awakened to work. Effective communication system should be provided. It will reduce misunderstanding & build up good human relations.

8) Medicare facilities:

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2) Security:

Job security should be ensured to the employees. Otherwise they could be worked properly. It may not be benedictory for a company.

3) Attractive work:

If workers unsatisfied to their work this may turn annoying for them. So the work must be attractive for them.

4) Personal power & rights:

The desire of pass through the personal power & rights is instinct of human being. They want to get personal power & rights beside with fundamental rights at their job sectors. So this personal power & rights should be provided to them.

5) Fair treatment:

Proper & fair treatment is given to the employee. Otherwise they can't work or not interested to work anymore.

6) Appreciation of worthwhile work:

Human loves to hear the appreciation of worthwhile work & impressed by it. So it is the responsibility of a manager to appreciate the worker for their worthwhile work.

7) Training facilities:

Proper & adequate training to the employee is to be provided. Because training makes a worker perfect to their work. It is benedictory for the development of any company.

8) Democratic management:

If the management is not autocratic rather than give proper outweigh to their opinion the workers impressed to work. Before taking a serious decision their opinion are considered.

9) Opportunity to participate in ownership:

Workers participation in management must be encouraged. They develop a sense of belonging to the organization leading to high morale.

10) Establishing equity:

The workers may aggrieved by the iniquity or injustices to them. So it is necessary to establish equity among them.

11) Granting union right:

The union right should be granted to the employees. By this union they can express their opinions.

12) Goodwill of the organization:

The goodwill of the organization encouraged the employees to work.

Ø Employment or Procurement: Employment function of personal management involves searching the sources of human resources and tapping them and keeping the record of prospective human resources. The same may be inducted through the process of recruitment or selection as and when the need arises.

Ø Development: - Development in proper perspective of the personnel is essential. This function deals with training, performance judgment. In the changing scenario of economic development and increasing competition it has become essential for the organization to provide training to the employees for better performance.

Ø Promotions, Transfers, terminations, demotions: - Each organization has certain policies regarding promotions, transfers, demotions and terminations. They are to be followed.

Ø Compensation:- This function involves with fixation of wages and salaries of the employees. A care has been taken that the wages and salaries must be satisfactory and fair. The various factors such as basic needs of the employees cost of living, legal provisions relating to minimum wages etc.

Ø Financial Assistance to Employees:- Every organization may initiate the schemes that help employees financially. Such scheme includes the employee's cooperative credit societies where they can get loan at a low rate of interest.

Ø Maintenance:- The function involves providing good and healthy working condition. This can be affected through sanitation, illumination, providing health education, canteen, rest and recreating rooms, counseling, education facilities for the children of employees, other welfare services, profit funds and hospitalization facilities etc.

Ø Other functions:- There are several other miscellaneous functions are to be performed. These include personnel research; maintain personal records, special reports, transfer, promotions, demotion, salary changes, provident funds, deputation, leaves etc.

Q. DEFINE LEADERSHIP. DISCUSS VARIOUS TYPES OF LEADERSHIP.

ANS:

LEADERSHIP:

Leadership is the process of influences and interaction between leader and his followers. A leader influences the members of his group by his own performances of work and his behavior with the member. The group members then follow the leader willingly. When leader and group member are working together the frequency of interaction between the two shall be high.

Leadership is defined in the following manner by the experts.

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