

Unit-I

Management : Concept & Principles

Scientific Principles of Management & their Applications to Libraries & Information Centers

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Introduction

Scientific Principles of Management &
their Applications to Libraries &
Information Centers

Taylor's Principles of Scientific Management

1. Replacing rules of thumb with science.
2. Obtaining harmony in group action.
3. Achieving cooperation of human beings.
4. Working for maximum output.
5. Developing all workers.

General Principal of Management

- ◉ Hanery Fayol – Principal of Scientific Management
- ◉ 1916
- ◉ Book – “General & Industrial Management French Language”.

Cont...

1. Proper Division of Work :-

According to specialization.
It will increase output.

2. Authority :-

Right & power to achieve
their responsibilities.

3. Discipline :-

Exp. – Army

4. Unity of Command :-

An employee should receive
order from one superior only.

Cont...

5. Unity of Direction :-

One head / Direction and one plan should lead a group of activities.

Exp. – College

Plan development Education.

6. Subordination :-

Individual interest to general interest.

Group interest is important.

Cont...

7. Remuneration of Personnel :-

According to designation,
qualification & responsibilities.

8. Centralization :-

Centralization & Decentralization.

9. Scalar Chain :-

Highest to the lowest.

Also known as Chain of command.

Cont...

10. Order :-

Place for every one -Every one in his / her place.

To avoid loss & waste – A place for everything and everything in its place.

11. Equity :-

Justice & Kindliness.

12. Stability of tenure of personnel : -

10-20 years in one

So more efficiency.

Cont...

13. Initiatives :-

Freedom to share our ideas.
Management should welcome all new ideas.
Librarian should take initiatives
Other subordinate will follow.

14. Esprit De corps :-

Promote harmony.
Discover & avoid those things that disturb harmony.

ANY QUESTIONS ?

THANK YOU