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*Commentary***Business administration and its functions****Jiang Duan\***

Department of Economics and Finance, Shanghai University, Shanghai, China.

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**DESCRIPTION**

Business Administration Management has been described as a social process including responsibility for economical and effective planning and regulation of operation of an enterprise in the satisfaction of given purposes. It is a unique process consisting of different elements and activities. Whereas it has given a keyword 'posdcorb' i.e. planning, organizing, staffing, directing and controlling. Which is abbreviated as P stands for Planning, O for Organizing, S for Staffing, D for Directing, Co for Co-ordination, R for reporting and B for Budgeting.

**Planning**

Planning is important for the proper utilization of human and non-human resources. Planning is choosing in advance - when to do, what to do, and how to do. Planning overcomes the gap between where we are and where we want to be". Basically Planning deals with deciding in advance the most appropriate course of actions for achievement of pre-determined goals and chalking out a future course of action. The Planning is all pervasive, and helps in uncertainties, confusion, wastages, avoiding risks etc. It is also an intellectual activity.

**Organizing as a process involves:**

- Identification of activities.
- Classification of grouping of activities.
- Assignment of duties.
- Delegation of authority and creation of responsibility.
- Coordinating authority and responsibility relationships.

**Organizing**

For the achievement of organizational goals it is necessary bringing together physical, financial and human resources and developing productive relationship. To organize a business is to provide it with everything useful or its functioning i.e. raw material, tools, capital and personnel.

To organize a business involves determining and providing human and non-human resources to the organizational structure.

**Staffing involves:**

- Manpower Planning (estimating man power in terms of searching, choose the person and giving the right place).
- Recruitment, Selection and Placement.
- Training and Development.
- Remuneration.
- Performance Appraisal.
- Promotions and Transfer.

**Staffing**

Staffing is a function of manning and also for the organization the structure and keeping it manned. By increase in size of business, complexity of human behaviour, Staffing has assumed greater importance in the recent years due to advancement of technology. The Managerial function of staffing involves appraisal and development of personnel to fill the roles designed in the structure, manning the organization structure through proper and effective selection. The main purpose of staffing is to put square pegs in square holes and round pegs in round holes. i.e. right man on right job.

**Direction has following elements:**

- Supervision
- Motivation
- Leadership

Communication Supervision- implies overseeing the work of subordinates by their superiors.

Communication Supervision is the act of watching and directing work and workers. Motivation- means encouraging the sub-ordinates or inspiring, stimulating with zeal to work. Positive,

\*Corresponding author. Jiang Duan Email: [duanjt123@swufe.edu.cn](mailto:duanjt123@swufe.edu.cn).

negative, monetary, non-monetary incentives may be used for this purpose. Communications- It is a bridge of understanding. is the process of passing information, experience, opinion etc. from one person to another.

### **Directing**

Directing is that part of managerial function which is actuates in the achievement of organizational purposes by the efficient methods to work. It is considered life-spark of the enterprise organizing and staffing are the mere preparations for doing the work, which sets it in motion the action of people because planning. Direction is the influencing, guiding, supervising, motivating subordinate for the achievement of organizational goals. which is inert-personnel aspect of management which deals directly.

#### **Controlling has following steps:**

- Establishment of standard performance.

- Measurement of actual performance.

• Comparison of actual performance with the standards and finding out deviation if any.

- Corrective action.

### **Controlling**

It implies measurement of accomplishment against the standards and correction of deviation if any to ensure achievement of organizational goals. The purpose of controlling is to ensure that everything occurs in conformities with the standards. An efficient system of control helps to predict deviations before they actually occur. "Controlling is the measurement and correction of performance activities of subordinates in order to make sure that the enterprise objectives and plans desired to obtain them as being accomplished".