

# Introduction to Administrative Control

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**Abstract**— The successful organization is the one that sets its plans and programs according to its set goals, and seeks to implement them to ensure the achievement of the goals in a way that ensures its continued success and its role in the field in which it operates. But the quality of these plans and programs set by the management of the institution cannot be judged on their success except through implementation, and in order for this management to be sure that the implementation is in accordance with the objectives, it is necessary to exercise the process of administrative control on clear and studied foundations; Therefore, oversight is one of the main pillars upon which the institution relies in achieving its objectives, hence the importance of knowing the concept of administrative control, its importance, objectives, elements, types and means. This research aims to clarify the importance of administrative control and its work.

**Keywords**— Management – Administrative Control - Administration

## I. INTRODUCTION

Administrative control is a process through which the organization's management can know the extent to which the implementation procedures, steps and means are in conformity with the established plans, and when deviations in implementation or weakness in performance are discovered, or any reason that may affect the progress of implementation processes and the achievement of goals, the administration can take the necessary measures that It is correction, direction and guidance. In light of this,

administrative control has a relationship with two important areas of work in any institution, which are follow-up and evaluation, and monitoring of achievement and performance. Accordingly, it is concerned with organizing work efforts in accordance with plans and programs within the framework of the institution's objectives. It is also concerned with measuring practical results and comparing them with the objectives of the plans, and diagnosing the causes of Low performance or quality and its identification to facilitate correction, modification, replacement or development to ensure that the weakness is eliminated and

the quality and proficiency of the work performed is improved. Monitoring checks the current performance against the pre-determined standards contained in the established plans, with a view to ensuring adequate progress and satisfactory performance. Control is the measurement and correction of performance in order to ensure the achievement of the organization's goals and established plans. Management control or in other words 'management control' can be defined as a systematic effort on the part of business management to compare performance with pre-determined standards, plans or objectives in order to determine whether performance is in line with these standards, in order to take any corrective action necessary to see that human In addition, it uses the resources of other companies in the most effective and efficient manner in achieving the company's goals.

## **II. THE IMPORTANCE OF ADMINISTRATIVE CONTROL**

Oversight is a very important administrative function. Why? Simply because it contributes to ensuring the effectiveness of all previous management functions. The importance of control can be summarized as it is linked reliably to all functions of administrative processes, as it affects and is affected by them, as a result of the joint interaction between these functions in order to achieve the objectives of the enterprise. In addition to the above, the importance of control lies in the fact that it is a final result of all the tasks performed and the functions of the facility. It is used to measure the efficiency of the applied plans and the methods of their implementation. The importance of administrative

control also centers on helping managers and officials to control the mistakes made in the work, in addition to revealing them when they occur to find solutions to them. The importance of administrative control appears from its ability to link between plans, programs, and appropriate decisions to implement them in accordance with the objectives, and within a framework of specific instructions for that, from its assurance that the practice is done with perfection, economy and appropriate speed.

The task of oversight is not limited to making sure that the works are implemented, but in addition to making sure that the implementation is carried out in the best means, methods and forms, and gives the expected results in possible circumstances guidance to avoid it. Hence its importance in interfering with proper preparation, proper planning, and clear follow-up. It is a process inherent in planning, necessary in making decisions, through feedback, and by studying the results of previous work, and giving accurate information and data to facilitate preparation and building plans and programs on sound foundations and strategies. Its importance also lies in monitoring performance and following it up to avoid errors and controlling their correction in a timely manner before it is too late.

## **III. FEATURES OF ADMINISTRATIVE CONTROL**

Oversight is a final job: a job that comes once offers are made in confirmations with plans.

**Control is a pervasive function:** it is present at all levels of management and in all types of business or non-commercial organizations, which means that managers perform it at all levels and in all types of interests.

**Censorship is forward-looking:** effective control is not possible without control of the past. The control is always looking to the future so that follow-up can be done whenever required. It also seeks to get the planned results from the subordinates which enables the manager to have effective control over the activities of the subordinates.

**Controlling is a dynamic process:** since control requires audit methods to be taken, changes should be made wherever possible.

**Control is related to planning:** Planning and control are two functions that are inseparable from management. Without planning, control is a meaningless exercise, and without control, planning is useless.

**Control is an ongoing process:** it completes the cycle of the management process and provides the basis for better planning in the next cycle.

#### IV. TYPES OF MANAGEMENT CONTROL

The most important tasks in management are considered goal oriented. Internal control, external control, and pre and post control are some types of management control.

They all help managers eliminate gaps between actual performance and goals. They also give clarity as to whether

activities are being carried out in accordance with strategy. If this is not implemented, necessary corrective action must be taken. Let's learn more about some types of censorship with explanations.

**Internal Control:** This control is carried out by the administration itself over its activities, and it is also carried out by the units affiliated to the administration and evaluated within it for this purpose.

**External Control:** This control is carried out by units and inspectors from outside the company.

**Tribal Control:** Represents future controls directed towards the future, they try to detect and anticipate problems or deviations from standards before they occur. They control the process and are very energetic and aggressive in nature, allowing corrective action to be taken before a problem occurs. In other words, this control helps in anticipating the problem before it occurs. Therefore, actions can be taken before such a circumstance arises.

**Post Control:** It is the opposite of tribal control, that is, it is the one that takes place after the implementation of the project and its main objective is to evaluate errors and deviations in order to prevent their occurrence.

**Individual Control:** It is carried out by one person evaluating all the work of managers and employees, and following up on their mistakes while working to fix them.

**Collective Control:** It is carried out by a number or group of individuals, who together perform the supervisory function over subordinates.

**Continuous Control:** It is in which the supervisory function is continuously exercised during work.

**Periodic Control:** that is, in every specific period of time, an audit is carried out.

## V. PRINCIPLES OF MANAGEMENT CONTROL

**Standardization:** The main objective of supervision is to obtain the best performance for the business. This can be achieved through the principle of standardization. It only requires the presentation of information, figures and reports for control purposes in terms of organizational structure. The principle of parity between authority and responsibility must also be followed.

**Comparison:** This means that all information and reports used for monitoring should be in terms of a good level of performance. The aim of the comparison is not only to check for deviation but to make the manager predict future outcomes. An effective control system should also provide a quick comparison so that the control manager can face potential problems while controlling the process.

**Utility:** It indicates the importance of reporting to the control on changes directly with the appropriateness of the period covered by the report and taking into account the

purpose of the control. A manager can succeed in controlling by uniting the thoughts of the men around him.

**Exception:** The exception principle states that a manager should devote more time to strategic points than to extraordinary time. Maximum control can be obtained if critical points are identified and close attention is paid to them. Good control does not necessarily mean maximum oversight which is often costly. So, the exception principle is important.

## VI. ELEMENTS OF MANAGEMENT CONTROL

To facilitate the administrative control process, it is necessary to identify the most important basic elements of administrative control, which are as follows:

Plan what is needed: set clear goals and objectives

Setting performance standards: creating realistic measurements of the level and quality of the goal(s)

Monitor and evaluate actual performance: Establish an information reporting system that is accurate, appropriate and timely and identifies any deviations or errors.

Compare actual results with desired results: Interpret and evaluate information in order to give details of progress, detect deviations, and identify causes.

Correcting deviations and taking corrective actions: Implementation of the most appropriate course of action, which may contribute significantly to achieving the objectives of the company.

The relationship between planning and control in management

Planning and control are two separate processes of management, but they are closely related. The scope of activities if they are both intertwined with each other. Without the basis of planning, control in activities becomes baseless and without it, planning becomes a meaningless exercise.

The relationship between the two can be summarized in the following points:

- Advance planning for control and control succeeds in planning.
- Planning and control are functions that are inseparable from management.
- Activities are placed on bars by planning and kept in proper place by control
- The process of planning and controlling business on a systems approach is as follows:
  - Planning → Results → Corrective Actions
  - Planning and control are an integral part of an organization as both are important for the smooth running of an organisation.
  - Planning and control reinforce each other and both drive the other function of management.
  - In the current dynamic environment affecting the organisation, the strong relationship between the two is extremely important.

Also in today's environment, it is very likely that planning will fail due to some unexpected event. Here comes the role and importance of oversight in the rescue process.

Once it is effectively controlled it gives us an incentive to make better plans. Therefore, planning and control are

important functions of any commercial enterprise in order to ensure the achievement of its objectives.

## VII. MANAGEMENT CONTROL PROCESS

### 1- Create standards:

Standards are plans or objectives to be achieved in the course of a business function. They can also be called as criteria for judging performance. Standards are generally categorized into two parts:

**Measurable or Tangible** – Those criteria which can be measured and expressed are called measurable criteria. It can be in the form of cost, output, expense, time, profit, etc.  
**Not Measurable or Intangible** – There are criteria that cannot be measured in monetary terms. For example – manager's performance, workers' deviance, and their attitudes toward anxiety. These standards are called intangible.

### 2- Performance Measurement:

The second major step in oversight is performance measurement. Detecting anomalies is made easy by measuring actual performance. It's sometimes easy to measure performance levels and sometimes it's hard.

Tangible parameters are easy to measure as they can be expressed in units, cost, financial terms, etc. Quantification becomes difficult when a manager's performance has to be measured. The performance of a manager cannot be measured in quantities.

### 3- Comparison between actual and standard performance:

The comparison between actual performance and planned goals is very important. Deviation can be defined as the gap

between actual performance and planned goals. The manager has to find out two things here – the extent of the deviation and the cause of the deviation.

The extent of the deviation means that the manager has to know whether the deviation is positive or negative or whether the actual performance is consistent with the planned performance. Managers must exercise control by exception. He has to discover those critical and important deviations of business, while ignoring minor deviations.

The major deviations such as replacement of machines, appointment of workers, quality of raw materials, rate of profit, etc. should also be consciously considered. So it is said, “If a manager controls everything, he ends up controlling anything. For example, if the stationery fee increases by a small percentage of 5-10%, it can be called a simple deviation.

On the other hand if the monthly output is continuously declining, it is called the principal deviation. Once the deviation is identified, the manager has to think of a different cause of harm to the deviation.

#### **4- Take remedial measures:**

Once the causes and extent of deviations are known, the manager has to discover these errors and take remedial measures for them.

Here the control process ends. Follow-up is an important step because it is only by taking corrective measures that the manager can exercise control.

#### **What is the definition of management control?**

Definition of administrative control: The administrative function of implementing strategies is called

“administrative control.” It is defined as “the process by which managers influence the members of the organization to implement the strategies of the organization”.

What is the role of administrative control?

Management control is essential to your business as it helps check errors and implement corrective actions, reduce deviation from standards, and keep your project management on track. With such a framework in place, your company is more likely to achieve its goals.

#### **What is the Administrative Control Authority?**

Administrative Control Authority: The government entity that adopts or applies regulations and guidelines for the design, construction or modification of buildings and facilities.

#### **Why do we need censorship?**

Oversight is important for several reasons, including:

- Detecting errors and irregularities.
- Awareness of opportunities.
- Increases productivity.
- Setting standards. Take corrective action.
- Performance against standards.
- It helps in dealing with changes and doubts.

### **VIII. CONCLUSION**

The role of administrative control is very important in the implementation process, as it turns here into a balance and a measuring tool that gives direct indications about the effectiveness of the implementation of operations, and whether they are heading correctly towards achieving goals, or they need to be stopped and reset by redirecting efforts in

an optimal way. And the continuation of this control throughout the stages of the work of any project is what ensures the reduction of the incidence of errors, and guarantees direct solutions if errors are detected.

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