



Zagdu Singh Charitable Trust's (Regd.)

**THAKUR POLYTECHNIC**

(Approved by AICTE, Recognised by Govt. of Maharashtra & Affiliated to MSBTE)  
(Accredited by: National Board of Accreditation, New Delhi\*, ISO 9001:2015 Certified Institute)

www.tpolumbai.in

\*1st Time Accredited Programmes : Mechanical Engineering | Electronics & Tele-Communication Engineering | Electronics Engineering (w.e.f-15-03-2012 for 3 Years)

\*2nd Time Accredited Programmes : Mechanical Engineering | Electronics & Tele-Communication Engineering | Electronics Engineering |  
Computer Engineering | Information Technology (for 3 Years upto 30-06-2020)

\*3rd Time Accredited Programmes : Mechanical Engineering | Electronics & Tele-Communication Engineering | Computer Engineering  
Information Technology (for Academic Years 2020-2021 to 2022-2023 i.e. upto 30-06-2023)

# Prepare a report on controlling supervisory level

**BY: 3<sup>RD</sup> YEAR MECHANICAL-A**

**GROUP: 11**

**5th SEMESTER**

**2021-2022**

NAME OF STUDENTS	ROLL NO
1. ANAS SHAIKH	41
2. SHLOK PARMAR	42
3. ADITYA SHARMA	43
4. DHRUV MOROLIA	44

APPROVED BY

**Mr. ROHIT PATIL**



Laxmi Singh Charitable Trust's (Regd.)

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## CERTIFICATE

THIS IS TO CERTIFY THAT

ANAS SHAIKH - 41

SHLOK PARMAR - 42

ADITYA SHARMA - 43

DHRUV MOROLIA - 44

OF MECHANICAL ENGINEERING PROGRAM OF THAKUR POLYTECHNIC (0522) HAVE COMPLETED THE MICRO PROJECT OF COURSE MANAGEMENT (22509) SEMESTER- 5 OF ACADEMIC YEAR 2021-2022 AS PRESCRIBED IN THE CURRICULUM

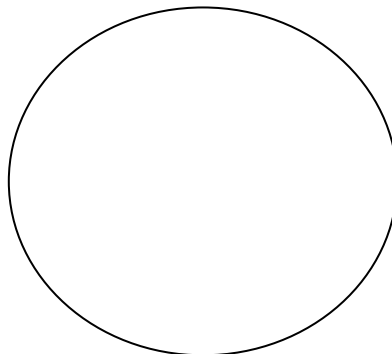
PLACE: MUMBAI

DATE:

SUBJECT TEACHER

HEAD OF DEPARTMENT

PRINCIPLE



## ACKNOWLEDGEMENT

We feel immense pleasure in submitting this report on  
“Prepare a report on controlling supervisory level.”

While submitting this report we avail this opportunity to express our gratitude to all those who helped and guided us in completing this task successfully. Heading the list with our very own honorable Principal Dr. S.M. GANECHARI who is the beginner of our inspiration. We would also like to thanks to H.O.D Mrs. NEHAL MUCHHALA for her ardor in inciting the subject of her valuable suggestion.

We owe our deep gratitude and also very thankful to our guide Mr. Rohit Patil who has proved to be more than just a mere guide to us. Apart from bringing to us what can be joy of successful completion of this project was only possible by her guidance and cooperation without which this work would never have been completed.

Finally, we wish to express our deep sense of respect and gratitude to each and every staff member who has helped us in many ways and also our parents who have always bared with us in any critical conditions and to all other, for sparing their time and helping us for completion of this project in whatever way they could. And lastly, we are very grateful to each other the members of our group.

Thank you

# INTRODUCTION

## ➤ **What do supervisors do?**

The functions of a supervisor include direction and leadership. Supervisors are in a unique position to facilitate development and progress toward goals. They use managerial and strong communication skills to motivate team members, often using constructive feedback. This article discusses the most important functions, and views, of a supervisor.



## **Following are the main functions of a supervisor:**

### **1. To Schedule Activities:**

The supervisor prepares the schedule of activities of the work group under his/her supervision. Schedule involves laying down the time for different operations as also the total time for the work to be completed. The objective of scheduling is to ensure that each work is completed according to schedule.

### **2. To Instruct and Guide:**

Issuing instruction for execution of work is one of the primary functions of the supervisor. The supervisor also guides the subordinates and

solves their problems. The problems may relate to technical aspects of operation, working conditions or interpersonal relations among the subordinates.

### **3. To Control:**

Controlling is an important function of the supervisor. Supervisory control includes checking on the methods in use and progress of work against the planned schedule, recording actual performance at regular intervals and reporting work completed along with deviations, if any, to the managers concerned.

### **4. To Motivate:**

One of the important functions of a supervisor is to motivate his/her subordinates towards better work performance. This is done by offering them incentives and creating team spirit among the group.

### **5. To Act as a Link Pin:**

The supervisor acts as a linking pin between the management and the operatives. On the one hand, he/she communicates management decisions to the workers and also implements the plans and policies of the management. On the other hand, as a representative of the operatives, he/she conveys their view points, suggestions, grievances and complaints to higher level management.

### **6. To Report:**

Every supervisor spends a considerable amount of time on paper work. He has to prepare various reports on the progress of entrusted upon him, on the fulfillment of planned tasks and on the performance of his team. Report on the progress and performance of work may be compiled on a day to day or weekly basis. Consolidated reports for a week or month may be forwarded to the top management. Regular reports on the performance of the work groups may be used also as a feedback to the operatives for improvement of their work effort.

### **7. Helps to Maintain Unity among Workers:**

An efficient supervisor maintains discipline amongst workers, solves their work related problems, and sorts their personal differences as and

when they arise. The harmonious working helps to maintain unity amongst workers.



Management Institute for  
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**Supervisory  
Management**

## Who are Supervisors?



# MICRO PROJECT REPORT

Prepare a report on controlling supervisory level.

- **RATIONALE:** From the given micro project of Management we learned about main role of Supervisor.
- **AIM:** To prepare a report on controlling supervisory level.
- **COURSE OUTCOMES ACHIEVED:** Use principles of directing and controlling for implementing the plants.
- **LITERATURE REVIEW:** From the given micro project we learned about controlling supervisory level.
- **ACTUAL METHODOLOGY FOLLOWED:** In order to complete the micro project of Management the procedure which we followed is we searched information about main role of supervisor.
- **ACTUAL RESOURCES USED:**

Sr no.	Name of the material	Specifications	Quantity	Remarks
1	Website	<a href="https://accountlearning.com/supervision-definition-functions-of-supervisor/">https://accountlearning.com/supervision-definition-functions-of-supervisor/</a>	-	-
2	Book: POWER PLANT ENGINEERING	Author: VIJAY NAVALE	1	-
3	Computer	Win 11	1	-
4	Printer	-	1	-
5	Word Procession Software	Microsoft word 2019	1	--

- **OUTPUTS OF MICROPROJECT:** From the given micro project we learned about controlling at supervisory level.

- **SKILL DEVELOPED:**

- Leadership
- Team work
- Management



# **BIBLIOGRAPHY**

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