

Management

Meaning and Definition of Management :- According to Harold Koontz, "Management is the art and of getting things done through and with people in formally Organised groups".
According to Peter Drucker, "Management is function, discipline, Carry out the function and discharge this tasks."

Management is process where the principles of art and Science are followed to accomplish some predetermined objective or goals by utilizing the human and non-human resources through planning, organising, directing, motivation, Coordinating and Controlling.

Discuss the objectives of Management :- Objectives can be broadly divided into the following three Category. They are :-

① Organisational Objectives :- Every Business enterprise for running us. Business smoothly determines the Overall objectives are determine after considering interest of all the ~~stake~~ Stock holders of the business enterprise.

② Social Objectives :- An Organisation is a part of the Society and there for it must achieve social objectives. It must Consider the interest of the Society during managerial activities because it runs on the basis of resources made available by the Society. So, Accounting for social benefits is the responsibility of every business.

③ personal or Individual Objectives :- It refers to the employees and it emerges because they join the Organisation to satisfy there needs. The employees happen to be prudent and Sensitive resources for the Company. The Other Objectives of Management are :-

④ Maximum Output with minimum Resources :- It is the main objectives of management of any business enterprise. Management is back Consend with Optimal Utilisation of the Combination of human, material and financial resources in such a manner that ~~also~~ would result in reduction of Various Cost's.

⑤ Improving the efficiency of the factors of production :- The efficiency of the Various of production can be improved to a ~~great~~ great extent with there proper utilization in right proportions. This increased efficiency helps in reducing Spoilage, wastages and breakage of all kinds and this in turn leads to Saving of time, effort and many which is essential ~~business~~ for the Survival growth and prosperity of the business enterprise.

6) Providing Maximum benefits to the employees :- Another objective of management ensuring smooth functioning Maximum of any orgation which external helps in providity maximum benefits my save of better Salary and Wages, Working Condition, good industrial relations, incentives plans, on the one hand and higher profits or returns to the employees on the other hand.

7) Upliftment and Betterment of the Society :- Management facilitates upliftment as well as betterment of the Society. Management ensures better standards of Society to increase productivity. It provides Social Justice, through its uniform policies, principles and practices.

MCQ type Questions

Q1) Management is essential in every : (a) Business (c) Organised group effort ✓
(b) Government (d) Industry.

Q2) Management is needed at : (a) Top-level (c) Lower-level
(b) Middle-level (d) All levels. ✓

Q3) Management is :- (a) An art. (c) An art as well as Science. ✓
(b) A Science. (d) None of these.

Q4) What is the nature of Management Process? (a) Discret. (c) time bound
(b) Continuous. ✓ (d) All of the above.

Q5) Management is :- (a) A pure Science. (c) Social Science. ✓
(b) An ~~art~~ exact Science. (d) Natural Science.

Q6) Survival, Profit and growth are :- (a) Economic objectives of the business. ✓
(b) Social objectives of the business.
(c) Growth objectives of the business.
(d) None of these.

Q7) Management is :- (a) Tangible (c) Fictitious.
(b) Intangible ✓ (d) None of these.

Q8) Basic function of Management is : (a) Planning.
(b) Coordination. ✓
(c) Staffing.
(d) Controlling

Q9) Which is not a function of Management :- (a) Planning (c) Cooperating ✓
(b) Staffing (d) Contralling.

Q10) Who used the Word PODSCORB :- (a) Henry Fayol. (c) Luther Gullick. ✓
(b) Harold Koontz (d) Cyril O'Donald.

Q11) Management is :- (a) inclusive of Administration ✓ (c) Synonymous Administration
(b) Part of Administration. (d) None of these.

Q12) The following is not an Objectives of Management is :- (a) Earning Profits.
(b) Growth of the Organisation.
(c) Providing employment.
(d) Policy making. ✓

Q13) Policy formulation is the function of :- (a) Top-level Management. ✓
(b) Middle-level Management.
(c) Operational Management.
(d) All of Above.

Q14) Who is known as the father of Modern Management theory :- (a) F.W. Taylor.
(b) P.F. Drucker.
(c) Henry Fayol. ✓
(d) None of these.

Q15) Management is :- (a) Unilateral (c) Unification.
(b) Universal. ✓ (d) None of these.

Q16) Planning is :- (a) looking ahead. ✓ (c) Guiding pupil.
(b) looking back. (d) Delegation of Authority.

Q17) Skills needed at different Management levels in descending Order :-
(a) Conceptual, Human, Technical.
(b) Human, Technical, Conceptual.
(c) Technical, Human, Conceptual. ✓
(d) None of these.

9) Discuss the nature and characteristics of Management.

Ans:- ① Purposefulness: Management is always aimed at achieving certain specified objectives. It is a tool which helps efficient use of Human and physical resources to accomplish the predetermined goals. Management has no justification to exist without objectives.

② Management is Goal Oriented: Management aims to achieve economic and social objectives. It exists to achieve some definite goals or objectives. Group efforts in Management are always directed towards the achievement of some predetermined goals.

③ Integrating Human and physical Resources: Management activity revolves around integrating Human effort with physical and financial resources, such as Machinery, Building, financial Assets and soon.

④ An Ongoing Activity: As long as an Organisation or organised activity exists the need for management continues. Therefore, Management goes on without breaks and gaps.

⑤ Pervasiveness: Management is relevant for all types of Organisation such as economic, social and political.

⑥ A Group Activity: Management is concerned with group activity of the Organisational people. In order to achieve the predetermined objectives of the Organisation, management is required to use the group efforts of the people of the Organisation.

⑦ Management is needed at all level of the Organisation: Another important nature of management is that it is needed at all levels of the Organisation, Example:- top-level, middle-level and supervisory-level. The only difference is that the nature of task and the scope of authority differs from one-level to another-level.

⑧ Management is a Profession: In the present day, Management is recognised as a profession. It has a systematic and specialised body of knowledge, consisting of principles, techniques and laws and can be thought as a separate discipline or subject.

⑨ Management is a distinct process: Management is a distinct process performed to determine and accomplish stated objectives by the use of human beings and other resources. The process of Management consists of such functions as planning, Organising, Staffing, directing, Coordinating, motivating and Controlling.

⑩ Management is a System of Authority: Since Management is a process of directing men to perform a task, authority to accomplish the work from others is implied in the very concept of Management. Authority is the power to get the work done from others and to compel them to work in a certain manner. Management cannot perform in the absence of authority.

⑪ Management is a Social process: Management is getting things done through Others. This involves dealing with people. The efforts of the Human Beings have to be directed, Coordinated and regulated by management in Order to achieve the desired results.

⑫ Management is a Art as well as a Science: Management is a Science Because it has developed Certain principles which Can be applied universally. But the results of management depend upon the personal skills of manager and in this sense management is an art. Thus; Management is both Science and Art.

⑬ Management is Intangible: Management is Intangible, i.e., it can be felt in the form of results and not seen.

Q/W

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Q) Discuss the importance of Management.

Ans - The following points will suggest the important of Management are :-

① Ensures Optimum utilisation of Resources: Management facilitates optimum utilisation of Available human and physical resources, which leads to progress and prosperity of a business enterprise. It eliminates or minimises all types of Wastage. It provides maximum utilization of Scarce Scarce resources by Selecting its ~~the~~ best possible alternative used in industry out of Various uses.

② Develops Competitive Strength: Management develop Competitive Strength in an enterprise in Order to Contest the Competitions who are dominating the market. Competitive Strength is develop through innovation, research and development and new thinking which helps to Survive the Organisations.

③ Helps in achieving group goals: Management Involves the use of group effort in the pursuit of Common goals of the Organisation. It direct the group efforts towards achieving of predetermined goals.

④ Builds Cordial Industrial Relation: Management establishes industrial peace by developing Cordial Industrial relations. It ensures better life and Welfare to employee and raises their moral through Suitable incentives.

⑤ Motivates Business: Management increases motivation and moral of the Organisation. As a result, the employees of the Organisation perform the task with Zeal and interest.

⑥ Expand Business: Efficient Management facilitates expansion growth and diversification of a business unit. It creates good Corporate image of a business enterprise.

⑦ Develops new techniques: Management facilitates the introduction of new machines, new technologies and new methods in the Conduct of Business Activities.

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Q) Is Management as an Art, or Science or Both. - Explain.

Ans - The Controversy whether Management is a Science or an art is yet to be settled. Almost anyone can learn how to be a manager but how to be a great manager, the notion that management is an art as well as a Science implies that the art and Science of management are Complementary and not conflicting to each other.

Arguments in favour of treating Management as an art :-

- (i) Personal Skill : Every manager has their own style of working. The productivity and profitability of an Organisation depends on skillful use of once technical knowledge. Just like any other artist a manager uses his own personal skill and knowledge in solving many complicated Organisational problems.
- (ii) Practical Knowledge : Art assumes the existence of theoretical knowledge which is to be applied in the practical world.
- (iii) Creativity : Management is a personalised process. Art infuses creativity to develop one's style of doing and also involves the practice of basic principles. Every Manager adopts his own approach towards problems solving depending upon the/his perception and the environmental conditions.
- (iv) Example from History : Large empires were built and controlled with the help of Management concepts. The pyramids of Egypt, the Caves of Ajanta and Ellora, and the Great Wall of China provide ample evidence of good management practices.
- (v) Result Oriented Approach : Effective Management leads to realization of Organisational goals. The success of a manager is measured by the results he achieves. Management's managers of all levels aim to achieve results of the Organisation, i.e., at maximising productivity and profitability at the lowest cost in order to achieve the results.

Q) ¹⁴ Principles of Management. - Discuss. (Henry Fayol)

Ans - Henry Fayol is so known as the father of Modern Management theory gave a new perception of the concept of Management. The 14 Principles of Management created by Henry Fayol are explained below :

- (i) Division of Work : - Henry Fayol believed that segregating work in the work force amongst the workers will enhance the equality of the product. Similarly, he also concluded that the division of work improves the productivity, efficiency, accuracy and speed of the workers. This principle is appropriate for both the managerial as well as a technical work level.
- (ii) Authority and Responsibility : - These are the two key aspects of management. Authority facilitates the management to work efficiently, and responsibility makes them responsible for the work done. Under their guidance or leadership.

(iii) Discipline :- Without discipline, nothing can be accomplished. It is the core value for any project or any management. Good performance and sensible interaction make the management job easy and comprehensive. Employees good behaviour also helps them smoothly build and progress in their professional careers.

(iv) Unity of Command :- This means an employee should have only one boss and follow his command. If an employee has to follow more than one boss, there begins a conflict of interest and can create confusion.

(v) Unity of Direction :- Whoever is engaged in the same activity should have a unified goal. This means all the person working in a company should have one goal and motive which will make the work easier and achieve the set goal easily.

(vi) Subordination of Individual Interest :- This indicates a company should work unitedly towards the interest of a company and not rather than personal interest. Be subordinate to the purposes of an organisation. This refers to the whole chain of command in a company.

(vii) Remuneration :- This play an important role in motivating the workers of a company. Remuneration can be monetary or non-monetary. However, it should be according to an individual's efforts they have made.

(viii) Centralisation :- In any company, the management or any authority responsible for the decision-making process should be central. However, this depends on the size of an organization. Henry Fayol stressed on the point that there should be a balance between the hierarchy and division of power.

(ix) Scalar chain :- Fayol on this principle highlights that the hierarchy step should be from the top to the lowest. This is necessary so that every employee knows that their immediate seniors also they should be able to contact any if needed.

(x) Order :- A company should maintain a well defined work order to have a favourable work culture. The positive atmosphere in the work place will boost more positive productivity.

(xi) Equity :- All employees should be treated as equality and respectfully it's the responsibility of a manager that no employees face discrimination.

(xii) Stability :- An employee delivers the best if they feel satisfied in their jobs. It is the duty of the management to offer job security to their employees.

(xiii) Initiative :- The management should support and encourage the employees to take initiatives in an organisation it will help them to increase their interest and make them worth.

(xiv) Esprit de Corps :- It is the responsibility of the management to motivate their employees and be supportive of each other regularly. Developing trust and mutual understanding will lead to a positive outcome and work environment.