

Unit 1- Introduction to Management

Choose the Correct Answer

1) Management is the of getting things done through others.

(Art/Science/Business)

2) Management is considered as as it comprises of series of inter related functions which lead to achievement of organization goals.

(Activity/Process/Discipline)

3) Management is an force.

(Tangible/Intangible/Universal)

4) involves arranging and structuring work to accomplish the organization goals.

(Planning/Organising/Staffing)

5) Level of Management is directly concern with the control over the performance of the operative employees.

(Top/Middle/Lower)

True or False

1. Management functions are continuous and never ending.

2. Management does not help in development of the society.

3. Controlling involves motivating the subordinates.

4. Management ensures efficiency and economy in the utilisation of human, physical and financial resources.

5. Administration is applicable to business concern only.

Answer the following briefly

1) Identify and explain the basic characteristic of Management involved in the statement – "The activities involved in managing and organization are common to all organizations whether economic, social or political".

2) "Lack of proper management result in the wastage of time, money and efforts" in the light of this statement explain the importance of management.

- 3) Raman is working as “Plant Superintendent” in ABC Ltd. Name the managerial level at which he is working. State any four functions he will perform as “Plant Superintendent” in this company.
- 4) Rajat is working as “Regional Manager” in XYZ Ltd. Name the managerial level at which he is working. State any four functions he will perform as “Regional Manager” in this company.
- 5) How has the meaning of management evolved over time?
- 6) Differentiate between management and administration on the basis of skills, influence and level of management.