



JAGATPUR P.G. COLLEGE
AFFILIATED MAHATMA GANDHI KASHI VIDYAPEETH

- B.Com –Ist YEAR
- SUBJECT : COMMERCE
- PAPER : BUSINESS ORGANISATION AND MANAGEMENT
- ASST.PROF. : DR. SUBHASH SINGH
- DEPT. : COMMERCE
- E-MAIL ID: subhashsingh197357@gmail.com
- MOBILE NO. : 9452197357

DECLARATION

- The content is exclusively meant for academic purpose and for enhancing teaching and learning. Any other use for economic/commercial purpose is strictly prohibited. The user of the content shall not distribute, disseminate or share it with anyone else and its use is restricted to advancement of individual knowledge. The information provided in this e-content is authentic and best as per knowledge.

Dr. Subhash Singh

INTRODUCTION : MANAGEMENT

- Meaning, Concept, Nature, Process and Significance

MEANING OF MANAGEMENT

- Management consists of the interlocking functions of creating corporate policy and organizing, planning, controlling, and directing an organization's resources in order to achieve the objectives of that policy.

DEFINATION OF MANAGEMENT

- According to Theo Haimann, ” Management is the function of getting things done through people and directing the efforts of individuals towards a common objective.”
- According to Henry Fayol, ” To manage is to forecast and plan, to organise, to command, to co-ordinate, and to control.

CONCEPT OF MANAGEMENT

- Management as an art
- Management as a science
- Management as a process
- Management as leadership
- Universality concept
- Human relations concept
- Systems concept

CHARACTERISTICS OF MANAGEMENT

- Management is a social process
- Management is universal
- Management is continuous
- Management is purposeful
- Management involve decision-making
- Management is a science
- Management is an art
- Management is a profession
- Management is needed at all levels

PROCESS/ FUNCTIONS OF MANAGEMENT

- Planning
- Organising
- Staffing
- Directing
- Controlling

PRINCIPLES OF MANAGEMENT

- Division of work
- Authority and responsibility
- Discipline
- Unity of command
- Unity of direction
- Subordination of individual to general interest
- Remuneration
- Centralisation
- Scalar chain
- Order
- Equity
- Stability of tenure
- Initiative
- Esprit de corps

QUESTIONS

Short Answer Type Question :

1. Briefly explain the characteristics of management.
2. What are the functions of management?

Long Answer Type Questions :

1. “Management is the art of getting things done through and with the people.” Comment and explain the importance of management.
2. What do understand by process of management? Explain briefly the essential elements in the process of management.

REFERENCE

Dr. Mishra & Gupta – Business Organization
and Management, Edition : 2019,
Sahitya bhawan publications.

KEY WORDS

- Management
- Administration
- Directing
- Leadership