

Management

Dr. Asha T. Bankar

Late Govindrao Wanjari College of Education, Butibori, Dist. Nagpur

Mob. No. 9850302261, 8421637200

ashatbankar@gmail.com

➤ Definitions :

Management embraces all duties and function that pertain to the initiation of an enterprise, its financing, the establishment of all major policies, the provision of all necessary equipment's, outlining the general form of organization under which the enterprise is to operate and the selection of the principal officers.

Management may be defined as a technique by means of which the purpose and objectives of a particular human group are determined, classified and effectuated.

It is not possible to conceive management in relation to thing or mechanical operation or machine but only in relation to the people who are employed to operate or use such things.

Management is personal administration, Management is the development of people and not the direction of things: of things and working satisfactory with people is not part of the management job –it is entire job.

Management is the art of getting thing done through and with people in formally organized groups it is the art creating an environment in which people can perform as individuals and yet co-operate towards attainment of groups goals. It is the art of removing blocks to such performance a way of opimising efficiency in reaching goals.

Management may be defined as the art of securing maximum results with a minimum of efforts so as to secure maximum prosperity and happiness for both employer and employee and give public the best possible services.

The system who panning the essentials of business i. e. materials, plants, work methods, assets and market and organized them for work motivation and control them for achieving the per determind goals of business is called management.

➤ Types of Managements :

- 1) Continuous process
- 2) Communal function
- 3) Social process
- 4) Tools
- 5) Overall process
- 6) Economic calculation
- 7) Function
- 8) Skill
- 9) Profession
- 10) Science and Art

- 11) Leadership
- 12) Rights system
- 13) Dynamic Principals
- 14) Preference to Decision
- 15) Separate class of Managers

➤ Principles of Management:

- 1) Division of work
- 2) Authority
- 3) Discipline
- 4) Unity of Direction
- 5) Remuneration
- 6) Centralization
- 7) Order
- 8) Equity
- 9) Intiative
- 10) Unity of command
- 11) Stability of tenure of personal
- 12) Sub-ordination of Individual Interest to the General Interest

➤ Scope of Management :

- 1) Production Management
- 2) Material Management
- 3) Marketing Management
- 4) Economic Management
- 5) Employee or works Management

➤ Significance of Management :

- 1) Man
- 2) Machine
- 3) Money
- 4) Materials
- 5) Methods
- 6) Market
- 7) Movement
- 8) Motivation
- 9) Morale
- 10) Maintainance

➤ Importance of Management :

- 1) To Give Success to Business
- 2) Increase Productivity
- 3) To stedy in compition
- 4) Planning of goals
- 5) To fulfil to goals

- 6) To changes
- 7) To face trade cycle
- 8) To give satisfactions to consumer
- 9) Improve good will of business
- 10) Economic Development

- 11) National progress
- 12) Fulfill Social Responsibilities

➤ **Process of Management :**

1) Planning :

Planning is an important function of Management, planning and control are two sides of the same coin.

“Planning is deciding in advance what is to be done. It involves in the selection of objectives, policies procedures and programme from among the alternatives.”

➤ **Process of planning :**

- 1) To decided the business objectives
- 2) To decided the planning area.
- 3) Do planning are their all information collected.
- 4) Planning help for all function for business they are control all activities for proper planning,

➤ **Characteristics of planning :**

- 1) Simple Nature
- 2) Flexibility
- 3) Efficient use of resources
- 4) Do Decrease wastage

➤ **Merit's of planning :**

- 1) Reduce risks and Uncertainties
- 2) Provide direction
- 3) Provide clear objective
- 4) Help in optimum utilization of resources
- 5) Facilitates co-ordination
- 6) Encourage Innovation

2) Organisation:

Organizing is next to planning. Organizing is a process whereby one defines the activities and establish the relationship amongst them to achieve organization objectives.

“Organization is an identifiable group of people contributing their efforts to words the attainment of goals”

“ In its broadest sense, Organization refers to the relationship between the various factors present in a given endeavour.”

➤ **Process of Organisation :-**

- 1) Identity all the activities
- 2) Division of work
- 3) Co-ordination
- 4) Delegating authority to staff members
- 5) Integration

➤ **Characteristics of Organizing :-**

- 1) Group of Individuals
- 2) Goal Oriented
- 3) Responsibility
- 4) Specialisation

➤ **Merit's of Organisation :-**

- 1) To Provided opportunity to every employee they are independently work done for organisation.
- 2) To Provide training for employee.
- 3) To fulfil organisational objectives.
- 4) Organizing help to work is property done.

3) Direction :-

Directing is a process which the managers instruct, guide, communicate, Inspire and oversee the performance of the workers to achieve predetermined gaols.

“Direction is a complex function that includes all those activities which are designed to encourage Sub-Ordinates to work effectively and efficiently in both the short and long range”.

➤ **Process of direction :-**

- i) Directing function is directly related to an individual working in an organisation.
- ii) Directing process deals with human behaviour.
- iii) Directing helps in converting plans into performance.
- iv) Directing is carried out by all managers and executives at all levels throughout the working of an organization.

➤ **Characteristics of Direction :-**

- 1) pervasive functions
- 2) Initiates Action
- 3) Continuous process
- 4) Clarity
- 5) Integrated efforts.

➤ **Merit's of Directing :**

- 1) Directing is a point from where the action starts, subordinates understand their jobs, and do according to the instruction given,
- 2) Direction helps to achieve objectives of an organisation,
- 3) Directing functions helps in making changes in internal and external environment.
- 4) Directing helps to utilise all the resources to the optimum level.

4) Co-Ordination :

Co-Ordination is an integration of different activities that are essential for the working of an Organisation. Co-Ordination is rightly treated as the essence of management.

“Co-Ordination is an act to harmonise all the activities of a concern so as to facilitate its working and it's success”.

“Co-Ordination is the Orderly arrangement of group efforts to provide unity of action in pursuit of a common purpose.”

➤ **Process of Co-Ordination :**

- 1) Co-Ordination brings Creativity in work and perform better.
- 2) Co-Ordination helps to reduce wastage, delays and other organisational problems to a great extent.
- 3) Co-Ordination is related to integrated group effort.

➤ **Characteristics of Co-Ordinations :**

- 1) Dynamic Process
- 2) Essence of management
- 3) Valuation
- 4) Continuous process

➤ **Merit's of Co-Ordination :**

- 1) Co-Ordination helps to bring together all the resources of the organisation.
- 2) Co-Ordination leads to high efficiency.
- 3) Co-Ordination helps to reduce wastage, delays and other organizational problem in a great extent.
- 4) Co-Ordination itself relates to group effort but not to an individual.

5) Motivation :

Motivation is a generalized term while ‘Motive’ is a specific term. A motive is an agent of motivation.

‘Motivation is driving force which stimulates an individual to initiate and sustain a behaviour.’

‘Motivation is a biological, social or psychological state that drives a person towards a specific action’.

➤ **Process of motivation :**

- 1) Unsatisfied need
- 2) Tension
- 3) Drive
- 4) Search Behaviour

5) Satisfied need

6) Reduction of tension

➤ **Characteristics of Motivation :**

- 1) Continuous Process
- 2) Dual Type
- 3) Human Resource Development
- 4) Improve efficiency

➤ **Merits of Motivation :**

- 1) To Growth and development for employee's skill.
- 2) To Maintain relations between management and employees
- 3) To fulfil Organisational objectives.

6) Control :

Control is indispensable function of management.

“Control is the process of taking steps to bring actual results and desired results closer together.”

➤ **Process of Control :**

- 1) Action Oriented process
- 2) Accuracy of Standard's
- 3) Ensures order and Discipline
- 4) Planning is a basis of controlling.

➤ **Characteristics of control :**

- 1) Continuous process
- 2) Facilitates Co-Ordination
- 3) Corporate Image
- 4) Reduce risks
- 5) Manageable Responsibility.

➤ **Merit's of Control :-**

- 1) Future Oriented
- 2) Efficient use of Resources
- 3) Psychological pressure
- 4) Failitate Co-Ordination.