

# *Levels Of Management*

*IN*

*ITC INDIA LTD*

## *NAME OF THE GROUP MEMBERS :-*

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# INTRODUCTION :- LEVELS OF MANAGEMENT

Management in all business and organizational activities is the act of coordinating the efforts of people to accomplish desired goals and objectives using available resources efficiently and effectively. Management comprises planning, organizing, staffing, leading or directing, and controlling an organization (a group of one or more people or entities) or effort for the purpose of accomplishing a goal. Resourcing encompasses the deployment and manipulation of human resources, financial resources, technological resources, and natural resources

# LEVELS OF MANAGEMENT

People in all of the organization operate and work in a dynamic environment. But they do not operate at the same level. They operate at different level. The hierarchy of the operation in the organization is known as the levels of Management.

There are three levels of management :-

- ❖ Top level of management
- ❖ Middle level of management
- ❖ Lower level of management



# *Top Levels Of Management*

Top level of management consist of all the people who are at the highest position in the organization and contribute to the process of planning and staffing. The top level of management consist of the CEO,CFO,MD etc.

# Function of Top Level Management

- ❖ **To analyze, evaluate & deal with the external environmental forces**
- ❖ **To establish overall long-term goals strategy & policies of the company including the master budget to allocate resources.**
- ❖ **To create an organizational framework consisting of authority responsibility relationships.**
- ❖ **To appoint departmental & other key executives.**
- ❖ **To provide overall leadership to the company.**



# Middle Level Of Management

The Middle Level Management consists of the Departmental Heads (HOD), Branch Managers, and the Junior Executives. The Departmental heads are Finance Managers, Purchase Managers, etc. The Branch Managers are the head of a branch or local unit. The Junior Executives are Assistant Finance Managers, Assistant Purchase Managers, etc.

# *Functions of Middle Level Management*

- To interpret & explain the policies framed by top management
- To compile & issue detailed instructions regarding operations.
- To maintain close contacts with operating results so as to evaluate performance.
- To participate in operating decisions
- To cooperate among themselves so as to integrate or coordinate various parts of a division or a department

## *Lower Level Management*

The lower level management consists of the Foremen and the Supervisors. They are selected by the middle level management. It is also called Operative / Supervisory level or First Line of Management

# **Functions Of Lower Level Management**

- **To plan day-to-day production within the goals laid down by higher authorities.**
- **To assign jobs to workers to make arrangements for their training & development.**
- **To supervise & control workers & maintain personal contact with charge hands.**
- **To arrange materials & tools & to maintain machinery.**
- **To advise & assist workers by explaining work procedures, solving their problems, etc**

# **ITC INDIA LIMITED**



**ITC Limited** or **ITC** is an Indian conglomerate headquartered in Kolkata West Bengal · Its diversified business includes five segments: Fast Moving Consumer Goods(FMCG), Hotels, Paperboards, Paper & Packaging and Agri Business. ITC was formed on 24 August 1910 under the name Imperial Tobacco Company of India Limited. Later the name was changed to India Tobacco Company Limited in 1970 and then to I.T.C. Limited in 1974. Finally, the company changed its name to 'TTC Limited' on September 2001

# *Products Of ITC India Limited*

- ▶ Tobacco Products
- ▶ Food Products
- ▶ Lifestyle Products
- ▶ Personal Care Products
- ▶ Stationary Products
- ▶ Paperboard Products
- ▶ Packaging Products
- ▶ Informatics Products

# Management In ITC India Limited

ITC India limited is a well known industry in India with over 100 years of successful operations. It is only possible with the help of the experienced and thoughtful people at each level of the management.

ITC operates in over 10 types of Industry mainly Tobacco, Lifestyle, Food and Clothing. The success of the organization is only because of the top level people who are also called the pillars of ITC India Ltd. The Top level of the ITC India is Headed by 15 of the India's Brilliant leaders who are masters in planning and evaluating the future.

# *People Managing ITC India Limited*

The ITC India Limited is headed by one of the best people who have the greatest minds in the business line. The People at ITC India Limited is concerned with delivering the best of their services .The ITC India Limited is headed by Anand Nayak who is the CEO of the company and BB Chatterjee who is the vice president and chairman of the planning commission of the company. Both of them are with the company for over 40 years and is planning and making effective and efficient plans which help the itc to develop and expand their business and helped the company to grow . Others People which are the key statues of the company are Rajeev Tandon ,K.s Suresh and S. Siva Kumar who hold the itc at middle level and help the top level to properly execute the plans and policies



*Thank  
you*