

## Short Questions of

### Management :-

#### 1) Organization:-

A deliberate arrangement of people to accomplish some specific purpose (that individuals independently could not accomplish alone).

#### 2) Characteristics of Organizations.

- i) Have a distinct goal
- ii) Composed of people
- iii) Have a deliberate structure
- iv)

#### 3) Management:-

The process of getting things right & done effectively and efficiently, with and through the people is called management.

#### 4) Decision Makers:-

Managers Plan, organize, lead, and control - they called decision makers.

#### 5) Leaders:-

Someone who can influence others and who has managerial authority.

#### 6) Autocratic Style Leadership:-

Autocratic style leadership is characterized by a single leader making decisions without significant input from others.

The leader holds authority and control, often making decisions based on their own judgment and without much delegation.

7)

Democratic style leadership

Democratic style leadership involves leaders who encourage open communication and shared decision-making within the group.

8)

Path Goal Theory:-

Path-Goal

Theory in management is a leadership approach that emphasizes a leader's role in clarifying goals, removing obstacles, and providing support to the followers, with the aim of guiding them on the path to achieve their objectives.

4)

Decision

manages  
and controls  
decision

5) Leader:-

influence  
has ma

6)

Autocratic

Autoc

is ch

Singl

decisi

in P

The

and

de

ow

m

Q) Scientific Management :-

Scientific management is an approach to managing and organizing work that emphasizes the use of scientific methods to improve efficiency and productivity.

o) Socialization :-

Socialization in management refers to the process through which individuals within an organization learn and adopt its culture, values, and practices.

11) Employee Empowerment :-

Empowerment means helping people feel strong and capable. It's like giving them the tools and confidence to achieve what they want in life.

12) Real Goals :-

Real goals

means things you goals you really want to achieve in your life and they specific. They should be based on truly what you want, not what others want for you.

Real goals give your life a clear purpose and direction.

9) Scientific Management

management is to managing organizing emphasizes scientific improve and poor

10) Socialization

in man to the which with in can and values

Managed:-

TOP  
soc leaders  
company who  
important  
and set  
Company  
responsible  
the work  
analyses and  
Company's

ds:-

Technical  
job  
type and  
needed  
tasks.  
must be  
for

### 13) Symbolic view:-

Symbolic view means much of an organization is due to the external factors outside the manager control.

Symbolic view means how managers control these external factors.

### 14) Organizing:-

It is the process of arranging and structuring work to accomplish organization's goals.

- \* It is an important process during which manager designs an organization structure.

### 15) Top-level Managers:-

TOP

managers are leaders in a company who make important decisions and set goals for company. They are responsible for overseeing the work of other managers and ensuring the company's overall success.

### 16)

### Technical Skills:-

Technical

Skills are the job specific knowledge and techniques needed to perform work tasks. These skills must be more important for firstline manager.

### 13) Symbolic

view mean an organ due to factors manager symbolic how man these

### 14) Organiz:

Process

Struct

Accompl

Goal

\* It is during an e

Leading refers  
Process of  
and leading  
individuals or team  
to specific goals.

A figurehead  
Ceremonial role  
representing the  
organization to the  
world. This could  
be President,  
in a top  
role. The  
part in  
es, act as  
person, and  
the organization's

### 17) Job Enrichment:-

Job enrichment means designing a job in such a way that the employee get greater autonomy in planning, decision making and controlling. It gives employees the responsibility and challenging works and also gives promotion.

### 18) Programmed & Decisions:-

A repetitive than can be handled by a routine approach is called Programmed decision

### 1a) Leading:-

Leading refers to the process of guiding and leading ~~of~~ individuals or team to achieve specific goals.

### 2a) Figurehead:-

A figurehead plays a crucial role in representing the organization to the outside world. This could be a CEO, President, or someone in a top leadership role. They often participate in ~~ceremonies~~ ceremonies, act as a spokesperson, and contribute to the organization's overall image.

### 17) Job Enrichment:-

enrichment means a job in such that the employee gets greater autonomy, planning, decision and control. This gives the response and challenges and also promotion.

### 18) Programmed

Repetitive tasks handled by approach is programme

Effectiveness:-

It means work that  
better for organization

means uses little  
es and produce  
result from it

### a) Line Authority:-

It is a clear and straightforward structure where managers or supervisors have the right to make decisions and give orders, and it is a hierarchical system where each person in a position of authority has control over those directly below them.

### b) Unity of Command:-

It means a person <sup>should</sup> only answer to report to one manager without any other - is called unity of command. Because it makes confusion.

23)

### Effectiveness:-

It means perform work that is better for organization success.

It means uses little resources and produce more result from it

### a) Line Authority:-

It is a clear and straight structure where supervisors have right to make decisions, give orders, and it has a hierarchical system where each person in a position of authority has control over directly below.

### a) Unity of Command

means a person answers to only one manager while others - is called unity of command. Because it avoids confusion.