

Basis	Management	Administration
Meaning	<ul style="list-style-type: none"> <li>Art of getting work done.</li> <li>Directing <del>others</del> their efforts to achieve pre-det. objectives.</li> </ul>	formulation of policies and plans
Nature of function.	Executive	Decision-Making
Type of Decision	Who should do it and how.	What and when to be done
Usage of term	Business, Industry.	Non-business orgs.



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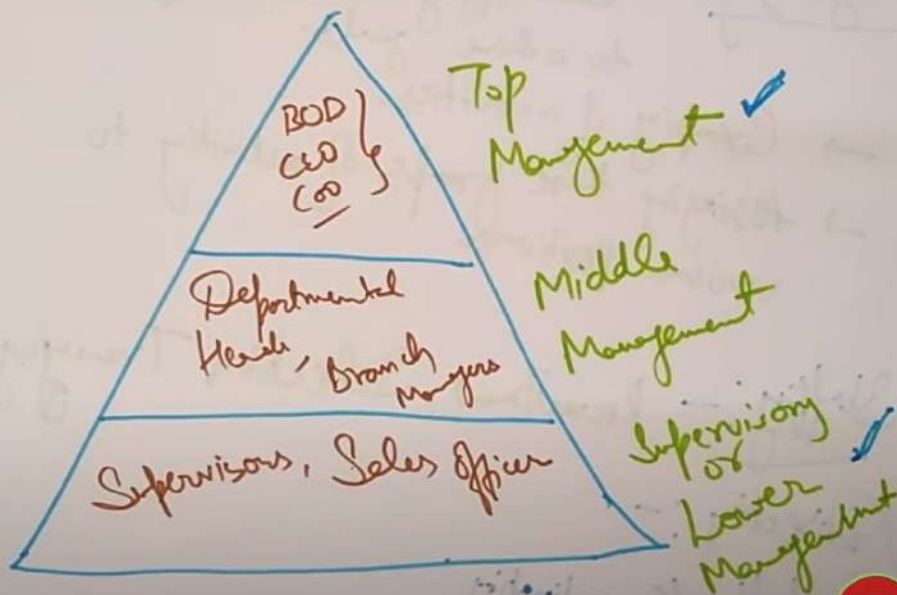


② Organizing: → Identifying activities required to achieve goals.  
→ Grouping of activities.  
→ Assigning these groups of activity to various positions.

③ Staffing: — Recruitment, Selection, Training.

④ Directing: —

⑤ Controlling/Co-ordination:



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