

Q1

13/10/25

2nd Paper at this examination with Management

- ① Concept of management
- ② Features of management
- ③ Importance of management
- ④ Functions of management
- ⑤ Various levels of management
- ⑥ Management cycle.
- ⑦ as a profession.
- ⑧ Origin and evolution of management
- ⑨ Universality of management.
- ⑩ Scope of management

■ Management means getting things done through others.

■ Harold Koontz - "Management is the art of getting things done through and with people in formally organized ~~ways~~"

6 ms - in management

1) Men

2) Money

3) Material

4) Machine

5) Market

6) Method

functions (P-O-S-M-C)

P = Planning

O = Organizing

S = Staffing

D = Directing

M = Motivating

C = Coordinating

C = Controlling

According to Henry Fayol - To manage is to forecast and plan, to organize, to command, to coordinate and control.

Characteristics of Management

- 1) Continuous Process
- 2) Social Process
- 3) Universal
- 4) Intangible
- 5) Economic Resource

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Management

Management is to plan, to organize, to command, to coordinate and control.

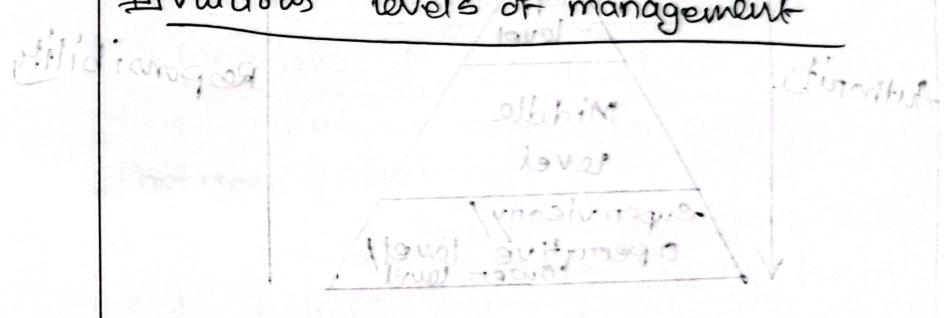
G. R. Terry and Stephen G. Franklin - 6 m's
of management

POSDCORB

Planning → Execution Grillicle

Management as a profession

Various levels of management



Executive, Managerial, Operational

Executive: Strategic planning to broad
Managerial: Moderate programs, AM
Operational: Detailed programs

Mkt. programs, etc., Mkt. programs, etc., Mkt. programs, etc., Mkt. programs, etc., Mkt. programs, etc.

Strategic, moderate, specific
etc., long term, unique, short term, unique

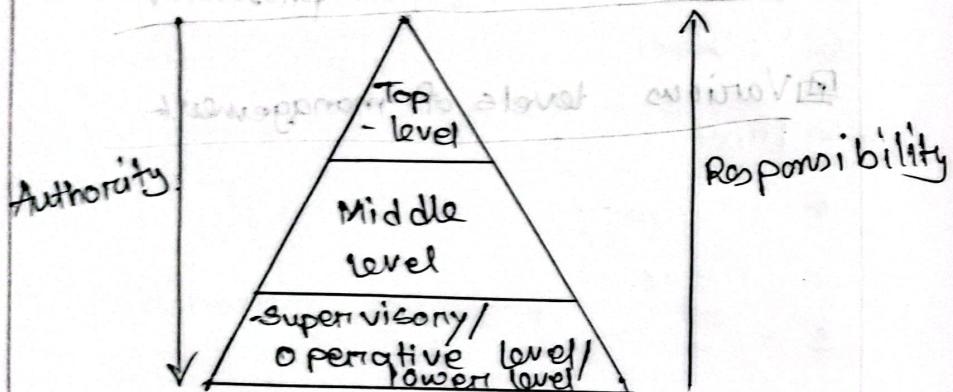
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Management (2nd paper) → Ch-1

Levels of Management

Levels of management refers to the line of distinction/separation demarcation between different managerial positions.



Levels	Persons involved
Top	Board of Directors, Chairman, CEO, MD, Company secretary, General manager, Director general,
Middle	DGM, Ass. Gen. Manager, RM, factory manager, Departmental manager,
Lower	Office super., Branch manager, plant superintendent, etc.

* The level of management at which organization's got goals and strategies are set, plans are formulated and policies are determined is called top level management. They are known as white collar executives.

functions of top-level

- * To analyze, evaluate & deal with environmental forces.
- * To establish overall long term goals and policies of the company.
- * To appoint departmental and other key executives.
- * To represent the company to the outside world.
- * To coordinate the activities and reports of different departments.

* Middle level management is that level of management where the necessary steps are taken in order to implement and coordinate the plans and policy set by the top-level managers.

Functions

* To interpret and explain the policies framed by the top level management.

* To motivate supervisory personnel to achieve organizational goals.

* To develop and to train supervisory and operative personnel.

* To issue and compile detailed instructions regarding operations.

III Lower level management also known as supervisory or operational management. includes supervisors, foremen, section officers, plant superintendent and similar positions. They are directly responsible for guiding and controlling the day-to-day activities of the workers. Their main role is to ensure that the work is done as per the plans of the ~~the~~ Top-level & Mid-level management. They maintain discipline among workers, solve minor problems and reports their work to the top and middle level management.

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Ch-1 Management and its functions

Functions of Management

Planning: Planning is the process of deciding in advance what is to be done when and where it is to be done, how and by whom it is to be done.

Organizing: Organizing is the process of arranging resources in a structured way.

- ⇒ Identifying tasks.
- ⇒ Grouping them into departments.
- ⇒ Assigning people to tasks.
- ⇒ Defining authority & responsibility.

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Management

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Motivating

Motivation is the process of inspiring workers to strive for the accomplishment of common goals by providing stimuli/incentive that satisfy their needs and motives.

Coordinating

Coordination is the process of linking or integrating the activities of various departments, sub-departments, individuals in order to pursue organizational goals effectively.

Controlling

Controlling refers is the process of regulating organizational activities so that actual performance conforms to expected organizational standard and goals.

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Scope of Management

A. Management based on organization.

- ↳ In family or line of individuals
- ↳ In politics
- ↳ In state like union, etc.
- ↳ In business organizations
- ↳ In international organization
- ↳ In social organization.

B. Management based on function

- ↳ Operating Enterprise
- ↳ Managing Manager.
- ↳ Managing Personnel.

↳

C. Management based on division of work

- ↳ Office Management
- ↳ Production
- ↳ Marketing

↳ Human Resource Management

↳ Financial Management.

D. Management based on level

↳ Top level

↳ Mid level

↳ Lower level in organization

E. Management based on strategies

F. Management based on necessities

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2nd Paper

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History and Evolution of Management

A. Management in Ancient Period

1. Mesopotamia civilization
2. Egyptian civilization
3. Babylonian
4. Hebrew
5. Chinese
6. Greek
7. Roman
8. Indian

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Management

Chapter - 1

Origin and Evolution of Management: In the middle age.

* Chinese Civilization: Sun Tzu was a general philosopher and military strategist who lived around 6th century. chinese

* Middle Age: Al Farabi (900 B.C) mentioned the chain of commerce

Luca Pacioli

* Middle Age: 1494 ~~to~~ introduced double entry book system.

Management in Industrial Revolution Period

(1750 - 1850)

Those who played a significant role in the dev. of management ~~of~~ in industrial rev. Period

1. James Stewand
2. Adam Smith (Father of Modern Economic)
3. Mathew Boulton and James Watt

4. Robert Owen

L > Father of Modern personnel management.

Management is now referred to as Industrial Management.

Other significant contribution by Robert Owen includes:
- Encouraged workers to form their own self-government.

Business (or society) should be kept separate from personal issues to avoid conflicts.
- Encouraged workers to work with honest and hard work.

Older business concept of profit-making with little or no regard for people.

Robert Owen's ideas influenced the development of U.S. labor movement (U.S. labor).

He also influenced the early labor movement in Germany to the extent that he was invited to speak at a conference in Berlin.

Consequently, Robert Owen is often referred to as the father of modern management.

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Origin and Evolution of Management

Post Industrial Revolution Period (1850-1900)

1. Frederick Winslow Taylor (F.W. Taylor) →

father of Scientific Management
(1841-1925)

2. Henry Fayol → father of Modern Management

(French Sociologist)

3. Max Weber → father of Bureaucracy

4. Frank Bunker Gilbreth → father of Management Engineering.

5. Lillian Evelyn Moller Gilbreth → first woman in management

6. Oliver Sheldon.

7. Mary Parker Follett. → Mother of Modern Management

8. Chester Irving Barnard

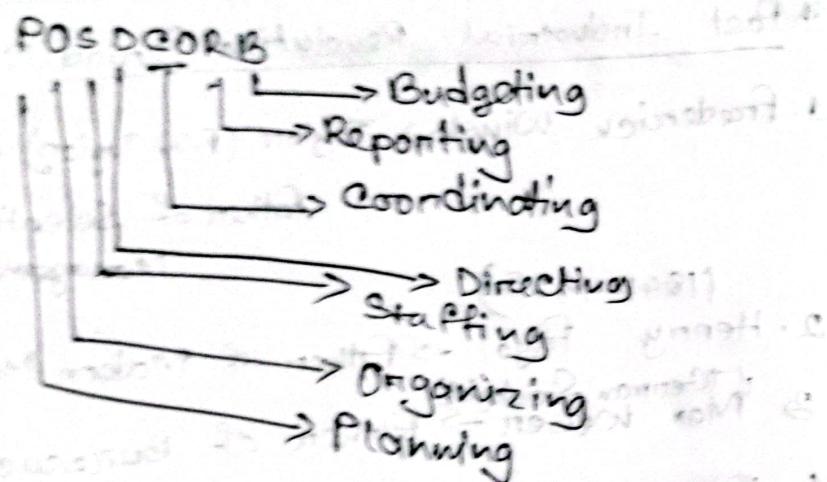
9. Henry Laurence Grant

10. Elton Mayo (1880-1949) father of HR

11. Hugo Münsterberg.

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Ch-1 (Management)



* Hugo Münsterberg -> father of Industrial Psychology

* Douglas McGregor -> Proponent of Theory X and Theory Y.

* Abraham Harold Maslow

↳ Need Hierarchy theory & motivation.

* Peter F. Drucker

→ MBO → Management of objective

* William Zuchi

"Theory Z". (1981)

* Who introduced functional foremanship?

⇒ F.W. Taylor

* Mother of Modern Management?

⇒ Mary Parker Follett