



### Short Answer Type Questions

1. Define management.

Ans: Management is defined as a process of getting things done with the aim of achieving goals effectively and efficiently.

or

It is a process of designing and maintaining an environment in which individuals working in groups, can achieve selected objectives efficiently and effectively.

2. Name any two important characteristics of management.

Ans: Pervasive and Multidimensional.

3. Ritu is the manager of the Northern division of a large corporate house. At what level does she work in the organisation? What are her basic functions?

Ans: Ritu is working at the middle level. Her basic functions are (number of functions should be given according to the marks allotted for the question).

(i) Interpreting the policies formed by the top level management and acting as a link between top level management and operative management.

(ii) Assigning necessary duties to the employees.

4. Why is management considered a multi-faceted concept?

Ans: Management is considered as a multi-faceted concept because it is a complex activity that has three main dimensions. These are

(i) Management of Work: All organisations perform some work e.g., producing or selling. A work is defined as the goals to be achieved.

(ii) Management of People: The main asset of an organisation is the human resources. This resource has to be managed in such a manner that it helps to achieve the goals of the organisations.

(iii) Management of Operations: All organisations either produce a product or provide a service. This requires a production process which means using an operation to convert the inputs into the output, it is interlinked with both management of work and management of output.

5. Discuss the basic features of management as a profession.

Ans: Basic features of management as a profession management as a profession has the following features which are as follows

(i) Well-defined Body of Knowledge: All professionals are based on a well-defined body of knowledge that can be acquired through instruction.

(ii) Professional Association: There are several associations of practicing managers in India, like the AIMA (All India Management Association) that has laid the code of conduct to regulate the activities of their members.

(iii) Service Motive: All business organisations aim to provide good quality product or service at a reasonable price thus serving the society.

Thus, we can say management does not meet the exact criteria of a profession but it has some features as a profession.

