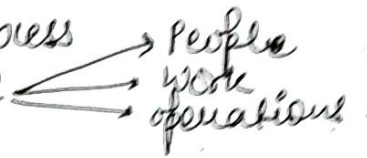


BUSINESS MANAGEMENT

- Management is a very popular term and has been used extensively for all types of activities and mainly for taking charge of different activities in any enterprise.
- Good Management has to see the tasks are completed and goals are achieved with the least amount of resources at a minimum cost.

CHARACTERISTICS OF MANAGEMENT

- Management is goal oriented process
- Management is multi-dimensional 
- It is a continuous process.
- It is a group activity
- It is intangible.

IMPORTANCE OF MANAGEMENT

- Helps in achieving goals
- Increases efficiency.
- Creates a dynamic organisation
- Helps in the development of society.

INTER-PERSONAL GOALS

- Figure head: symbolic leader of the organisation performing duties of social and legal character.
- Leader: motivating subordinates, interaction with them, selection and training of employees.
- Liaison: establishing contacts with managers and specialist of other divisions & organisation, informing subordinates of these contacts.

INFORMATIONAL ROLES

- Monitor (Receiver) • Disseminator of information. • Spokes person
- Monitor → collecting various data relevant to adequate work.
- Disseminator → transmitting information obtained from both inside & outside person to interested person.
- Spokes person - transmitting information of plan or current situation and achievement or division to outsiders

DECISIONAL ROLES

- Entrepreneur : seeking opportunities to develop process.
- Disturbance Handler : Taking care of the organization, correcting ongoing activities
- Resource Allocator : Deciding on expenditure of the organization
Physical, Commercial or Human Resources.
- Negotiator : Representing the organization in all important negotiations.

FUNCTIONS OF MANAGER

- PLANNING : ⇒ setting goal ⇒ Make plans ⇒ Procedure & Necessary level of change / amendments
- ORGANISING : ⇒ allocating and management of work.
⇒ Authority and Resources to the members of the organization so that they can successfully execute the plan
- STAFFING : ⇒ Recruiting ⇒ Training ⇒ Skill Development.
- LEADING : ⇒ Directing ⇒ Influencing ⇒ Motivation *
* This function involves leadership qualities, different leadership style; different work influencing power with the excellent ability of inf communication and motivation.
- CONTROLLING :