

# Introduction to Management

<sup>1</sup>Sasmita Mohanty, <sup>2</sup>Bibhuti B Pradhan

**Abstract---** For human life management is the one of the most important activities. Managing has become essential to ensure the coordination of individual. Management refers to all types of organizations, including executives at all levels of the company. A principle of management are used not only for managing business but in all walks of life such as government, military, social and educational institutions etc. In all organisation management process is same. But with size and level of organisation, it may vary widely in its complexity. For every organisation management is the life giving element. Good management is the backbone of successful organizations. Managing life means getting things done to achieve life's objectives and managing an organization means getting things done with and through other people to achieve its objectives. A set of principle related to management are planning, organizing, directing and controlling, and the application of these principles in harnessing physical, financial, human and informational resources efficiently and effectively to achieve organizational goals.

**Keywords---** Human resource Management, Training, employee participation.

## I. INTRODUCTION

Impact on corporate efficiency of human resource management practices has been a widely studied field for years. Results of studies, from developed countries to developing countries, have been time and again showing that HR activities have significant impact on organizational efficiency.[1] But unfortunately among the developing countries, very insufficient numbers of studies have been conducted in this field.



**Fig. 1: Management**

## II. WHAT IS MANAGEMENT?

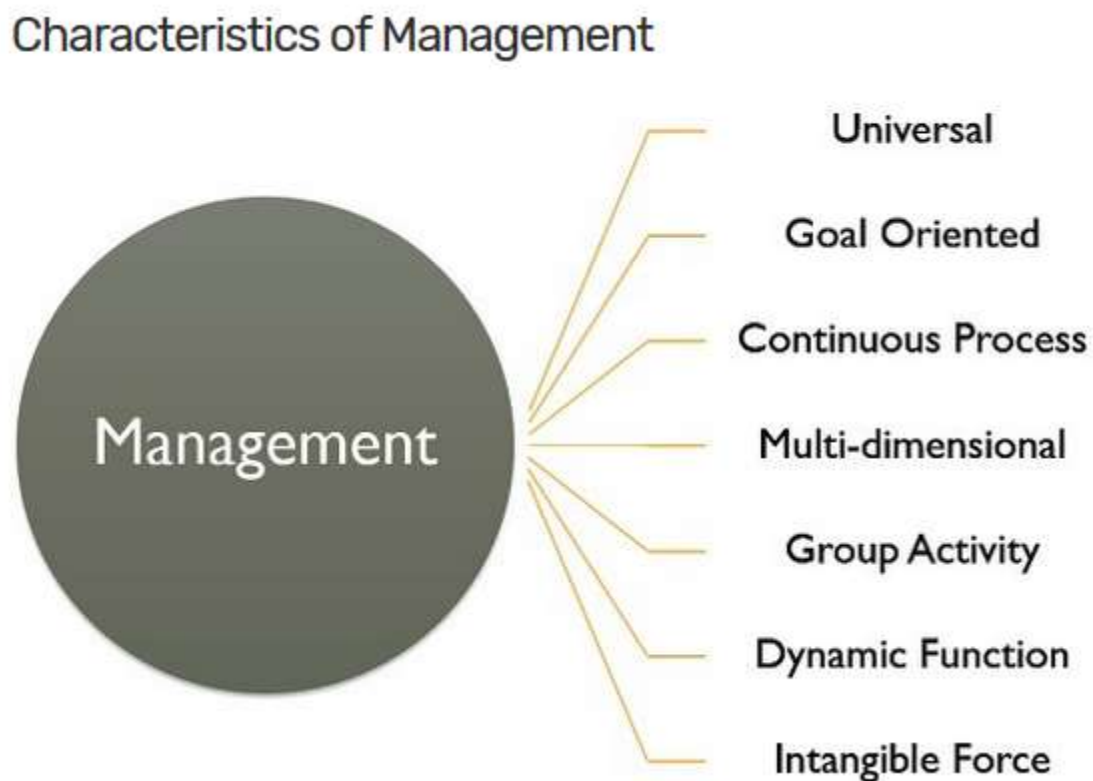
Management can be defined as the process of managing and regulating the organization's affairs regardless of their nature type structure and scale. It is an act of creating and maintaining a business environment in which company members can work together efficiently and effectively to achieve business goals.[2] Definition suggested by some of the management experts are:

Henri Fayol said that “Management is conduct of affairs of business, moving towards its objective through a continuous process of improvement and optimization of resources”.[3]

Koontz said that “Management is the process of designing and maintaining an environment in which individuals, working together in groups, efficiently accomplish selected aims”.[4]

“Mary Parker Follett” said that “Management is the art of getting things done through people”.[5]

## III. CHARACTERISTICS OF MANAGEMENT



**Fig. 2: Characteristics of Management**

- **Universal**

Whether it's profit-making or not, all organizations require management to manage their activities.

- **Goal Oriented**

Every organization is set up with a predetermined goal and management help to reach those goals in a timely and smooth manner.

- **Continuous Process**

It is an on-going process that appears to continue as long as there is an organization exists. Whether it is development, human resource, finance or marketing, it is important in every domain of the company.[6]

- **Multi-dimensional**

Management is not confined primarily to people management, but it also manages work processes and activities, making it a multidisciplinary practice.

- **Group Activity**

An organization is made up of different members with different needs, goals, and beliefs. Each person joins the organization with a different motive, but they work to achieve the same goal after becoming part of the organization.[7] It requires monitoring, teamwork and communication in this way, management comes into the picture.

- **Dynamic Function**

A company functions in a business environment that has different social, political, legal, technical, and economic factors.[8] A slight change in any of these factors will impact the development and success of the organisation. So the management formulates and implements strategies to overcome these changes.

- **Intangible Force**

Management can neither be seen nor touched but in the way the company works one can feel its presence.[9]

Precisely, all the organization's tasks, operations, and processes are interconnected with one another. And it is the management's responsibility to bring them together in such a way that they help them in reaching the intended outcome.

#### **IV. MANAGEMENT LIFECYCLE**

- **Planning**

Planning is to decide in advance what to do in future. It encompasses formulating policies, scheduling actions, establishing targets and so forth.

- **Organizing**

The next step once the plans are formulated is to coordinate the activities and resources, such as defining the tasks, classifying them, assigning duties to subordinates and allocating resources etc.

- **Staffing**

It involves hiring staff to carry out the organization's various activities. It is about ensuring the right person is appointed for the right job.

- **Directing**

It is the manager's responsibility to monitor, direct, lead and inspires the subordinates to ensure they operate in the right direction, as far as the organization's goals are concerned.

- **Controlling**

It involves establishing performance standards and comparing them with the actual performance. The controlling function of management involves a number of steps to be taken to ensure that the performance of the employees is as per the plans. Necessary steps are to be taken for its correction in case of variation.

## Functions of Management



**Fig. 3: Cycle of Management**

Coordination is an important feature of management which means the integration of the activities, processes and operations of the organization and synchronisation of efforts, to ensure that each aspect of the organization contributes to its success.

### Levels of Management

- **Top level management:**

This is the highest level in the organizational hierarchy, which includes Board of Directors and Chief Executives. They are responsible for defining the objectives, formulating plans, strategies and policies.

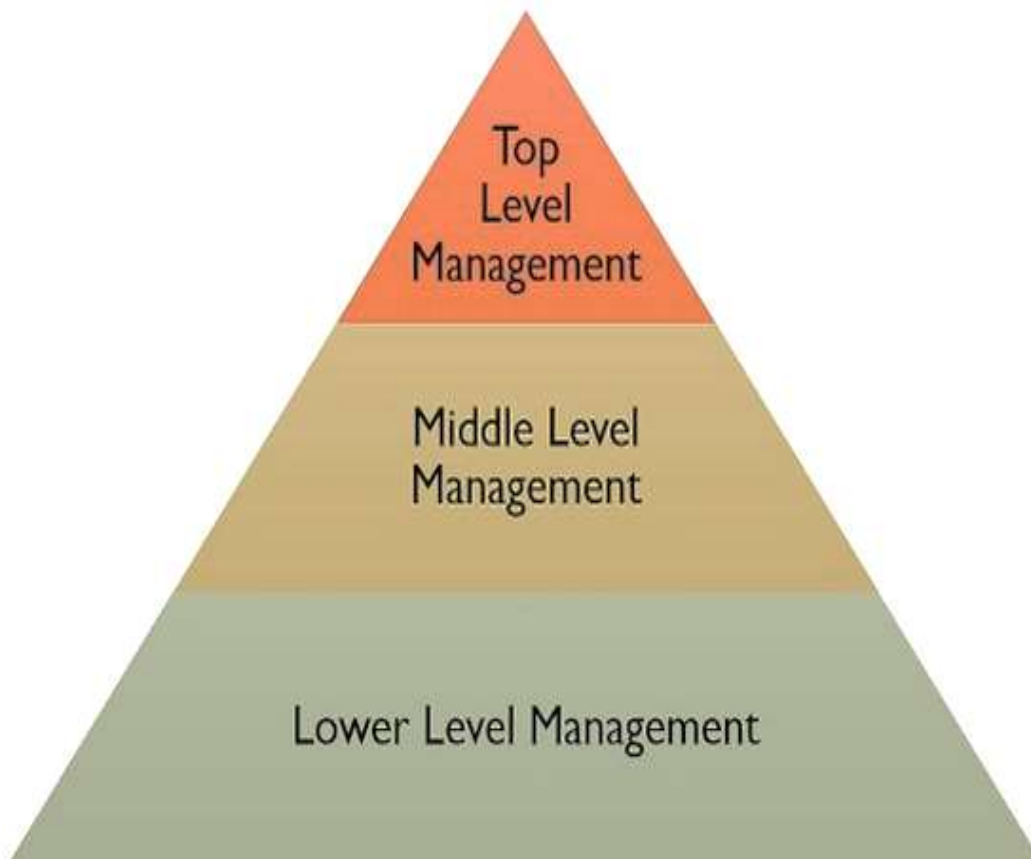
- **Middle-Level Management:**

It is the second and most important level of the corporate ladder, as it creates a link between top and lower level management. It includes departmental and division heads and managers who are responsible for implementing and controlling plans and strategies which are formulated by the top executives.[10]

- **Lower Level Management:**

Is also called as functional or operational level management. It includes first line foreman, managers and supervisors. Since lower level management directly interacts with the workers, it plays a crucial role in the organization because it helps in reducing wastage and idle time of the workers, increasing productivity and quantity of output.

## Levels of Management



**Fig. 4: Level of Management**

**Table 1: Difference between administration and management**

Characteristic	Administration	Management
1. Main functions	Planning, Organising and Staffing	Leading, motivating and controlling.
2. Status	Acts as owner	Acts as an agency
3. Skills	Requires good administrative skills	Requires more technical skills.
4. Level in the organization	Top level	Lower level
5. Position	Managing Director, Owner, CEO, etc.,	Managers, Supervisors, Foremen etc.,
6. Objectives	Makes the policies, objectives and goals to be achieved.	Implements the plans and policies
7. Involvement	No direct involvement in production or services	Directly involves in the execution of plans and achieving goals.

## V. CONCLUSION

Management's is about getting things done. The main purpose of the study was to identify the impact of Employee performance. Leadership is about achieving goals by creating a business plan and encouraging employees to take the initiative to make the right decisions. Enterprise will adapt more closely to customer needs within a competitive service market by cultivating leaders who are capable of making decisions at local level. Ensure that managers and employees meet regularly to discuss postal and present performance issues and decide on the future from both sides. Manager at any organization performs a variety of roles that lead to a particular situation. In Seventeen and Eighteen centuries had seen Industrial Revolution in which lots of inventions and new technologies had emerged. The importance of management was focused. Division of labour concept was evolved. It identified the importance of planning. But management as a different field of study had emerged only during the early 20th century when new industrial era began.

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