

WORKSHEET

A. Effectiveness versus Efficiency

B. Characteristics of Management:

1. _____.

2. _____
_____.

3. Management is multidimensional – Management has three dimensions:

- a) _____

- b) _____

- c) _____

C. Objectives of Management

1. _____

_____The elements of economic objectives are Survival, Profit and Growth.

2. _____

3.

D. Importance of Management:

1.

2.

3.

4.

5.

E. Nature of Management:

1. Management is An Art

As an art management has the following features:

a)

b)

c)

2. Management as a Science

The essential features of science are as follows:

- a) _____
- b) _____
- c) _____

3. Management as a Profession

Because of satisfying the following features, management may said to be a profession:-

- a) _____
- b) _____
- c) _____

F. Levels of Management

Levels of management refers

1. Top Level Management:

Functions of Top Level Management:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____

2. Middle Level Management:

Functions:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____

3. Lower Level Management:

Functions:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____

G. Functions of Management:

- 1. _____

- 2. _____

- 3. _____

- 4. _____

5. _____

(H) Coordination – The essence of management

Characteristics of Coordination:

- a. _____

- b. _____

- c. _____

- d. _____

- e. _____

- f. _____

Importance of Coordination:

- 1. _____

- 2. _____

- 3. _____

