

B.Com

Sem 2

MJC 2

Levels of Management

Management is divided into different levels based on authority and responsibility. There are **three levels of management**:

1. Top-Level Management

Meaning:

Top-level management consists of senior executives who are responsible for overall direction and policy-making of the organisation.

Includes:

- Board of Directors
- Managing Director
- Chief Executive Officer (CEO)
- General Manager

Functions:

- Setting organisational goals
- Framing policies
- Making major decisions
- Approving budgets
- Representing the company to the outside world

Role:

They focus on long-term planning and strategic decisions.

2. Middle-Level Management

Meaning:

Middle-level management acts as a link between top-level and lower-level management.

Includes:

- Department Managers
- Branch Managers

- Plant Managers

Functions:

- Implementing policies framed by top management
- Coordinating different departments
- Preparing departmental plans
- Supervising lower-level managers

Role:

They focus on tactical decisions and smooth functioning of departments.

3. Lower-Level Management

Meaning:

Lower-level management is responsible for supervising workers and daily operations.

Includes:

- Supervisors
- Foremen
- Section Officers

Functions:

- Assigning work to employees
- Maintaining discipline
- Ensuring production targets are met
- Reporting to middle management

Role:

They focus on day-to-day operational activities.

Functions of Management

Management performs five important functions:

1. Planning

Meaning:

Planning means deciding in advance what to do, how to do it, when to do it, and who will do it.

Importance:

- Provides direction
- Reduces uncertainty
- Helps in better decision-making
- Minimises risks

Example:

Setting annual sales targets.

2. Organising

Meaning:

Organising involves arranging resources and assigning tasks to achieve objectives.

Steps:

- Identifying activities
- Grouping activities
- Assigning duties
- Delegating authority

Importance:

- Avoids duplication of work
 - Creates clear structure
 - Improves coordination
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3. Staffing

Meaning:

Staffing means selecting the right person for the right job.

Activities Included:

- Recruitment
- Selection
- Training
- Promotion
- Performance appraisal

Importance:

- Ensures efficiency

- Develops skilled workforce
 - Increases productivity
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4. Directing

Meaning:

Directing means guiding, supervising, motivating and leading employees.

Elements of Directing:

- Supervision
- Leadership
- Motivation
- Communication

Importance:

- Encourages employees
 - Maintains discipline
 - Ensures effective implementation of plans
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5. Controlling

Meaning:

Controlling means ensuring that performance is in accordance with plans.

Steps in Controlling:

1. Setting standards
2. Measuring performance
3. Comparing performance with standards
4. Taking corrective action

Importance:

- Ensures goal achievement
 - Identifies deviations
 - Improves future planning
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Conclusion

Levels of management ensure proper distribution of authority and responsibility, while functions of management help in systematic achievement of organisational goals. Both are essential for efficient and effective management.

Q1) Explain three levels of management with functions.

Q2) Explain five functions of management in detail.