

**Course: BBA Part 1**

**Paper I**

**Topic: Organisation and Management**

**Teacher's Name: Prof. (Dr.) Reyazuddin**

**School: Commerce and Management**

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## **Organisation**

1. 'Organisation' is the structure by which a harmonious inter-relation is established between the workers and their work.
2. Through organisation authority and responsibility are delegated. These are organisational activities.
3. Organisation is one of the various functions of management. As a part of management, organisation helps it to execute its other functions.
4. Organisation acts as a tool in the hands of the managers.
5. Organisation aims at performing the planned activities through creating proper work environment.
6. The setting up of effective organisation structure depends on efficient management.

7. Organisation may be regarded as the hands of human body.

## **Management:**

1. 'Management' is the executive process of getting works accomplished by the subordinate employees.

2. The functions of management are administrative activities.

3. Management is the sum total of several activities—making plan, setting up organisation, giving command and direction, motivating the employees, coordinating and controlling various functions of the enterprise.

4. With the help of organisation the managers perform their duties and responsibilities.

5. The objective of management is to supervise the accomplishment of work of the subordinate employees and to give necessary direction for getting the desired result for achieving the pre-determined target.

6. Efficient management largely depends on strong organisation.

7. Management may be compared to the whole human body.