

## Basics of Administrative Management

### ASSESSMENT

**Total Marks: 30**

1. What are the different levels of management? Discuss 10
2. Define the various functions of management. 10

### Case Study

10

The directors of Vision Tech have reorganized their business. William Davis is now Chairman, Vijhay Singh finance manager, and Irene Rogers is the floor in charge (supervisor). Keeping in view the above situation answer the following questions:

1. What is meant by the hierarchy of management?
2. How does William Davis know about any problem on the factory floor?
3. Who determines the objectives for the business?
4. Who will ensure that the work is carried out properly and on time?