



## FAQs

### **Q1.What is management?**

Ans : Management is the process of reaching organizational goals by working with and through other people and other organizational resources.

### **Q2. Write common elements of management?**

Ans : Management highlights three common elements with which management is concerned with . for e.g. goals and objectives, limited Resources and People.

### **Q3. What do you mean by office management?**

Ans : Office management is one of the important functions of management is to organise or arrange the office and lay down methods or manner to get things down so that it may achieve its objectives. Office management means the technique of controlling an office in order to achieve its purpose or objective, which is possible only when the office is well organized and managed.

### **Q4. Enlist any two objectives of office management?**

Ans : 1) To organized or arranged the office.

2) To create a good well and congenial office environment.

### **Q5. How should student be grading?**

Ans : The students should be graded in order to indicate their achievements.

### **Q6. Write short note on the need for office.**

Ans : The job of a physical education teacher differs from other subject teachers. It involves dealing with parents, sports dealers, students and other institutes. He has to keep various records of purchases, etc. He should have a meeting place where he could be available when required. This all necessitates the need for an office for him/her.

### **Q7. Which location is suitable for office of institute?**

Ans : The office must be centrally located at the place from where it is convenient for him to work. It should not be too far from the institute's building.

**Q8. Who take the responsibility for setting up for institutional office?**

Ans : The physical education teacher should take full responsibilities for proper up keep and use of his office.

**Q9. Explain any one function and practice for institutional office?**

Ans : Answering and placing telephone calls: In large offices, telephone calls are placed and answered by the secretary or receptionist. In case there is no receptionist or secretary, the PET must perform this function himself. Standard telephone technique must be observed because favourable or unfavourable impression of a department is easily created by the manner in which telephone calls are attended. The telephone should be answered promptly. Do not allow to ring the phone longer unnecessarily. The person answering the telephone must be as friendly and cordial as if the caller works a visitor in the office. The department and name of the person receiving the calls should be identified immediately after the greetings.

**Q10. How is chronological filing and record keeping used in small office of institution?**

Ans : Every office has to keep the records of all received correspondence and also copy of those letters which are sent out. Different reports like fitness report, team report and student records are to be kept properly. The system of a record keeping should be such that the required document could be traced easily whenever required for future reference. It is done better when one person does it. There are five systems of filing.