

SHREE NARAYANA COLLEGE OF COMMERCE

AHMEDABAD

Name of the Department: BS BA Programme

Subject: Principles of Management – II

Class & Semester: BS BA (Hons.) Semester II

Faculty Name: Prof. Himanshi Prajapati

ASSIGNMENT

SECTION – 1 (UNIT – 1 STAFFING)

- Que. 1** Define staffing and explain its importance in the effective functioning of an organization.
- Que. 2** Explain the concept of manpower planning and briefly discuss the recent trends in manpower planning in India.
- Que. 3** Define recruitment and describe the major sources of recruitment available to organizations.
- Que. 4** Explain the steps involved in the selection process. Why is selection considered a critical managerial function?
- Que. 5** What is an induction programme? Discuss its objectives and essential contents.
- Que. 6** Define training and explain any four methods of training commonly used in organizations.

SECTION – 2 (UNIT – 2 DIRECTING)

- Que. 1** Define directing and explain its importance in the management process.
- Que. 2** State and explain the principles of directing that managers should follow for effective supervision.
- Que. 3** Define motivation and explain McGregor's Theory X and Theory Y.
- Que. 4** Explain Herzberg's Two-Factor Theory of motivation and distinguish between hygiene factors and motivators.
- Que. 5** Define leadership and briefly explain Blake and Mouton's Managerial Grid.
- Que. 6** Explain the Leadership Continuum and describe how leadership styles vary from manager-centered to subordinate-centered leadership.

SECTION – 3 (UNIT – 3 CONTROLLING)

- Que. 1** Define controlling and explain its nature as an important function of management.
- Que. 2** Discuss the importance of control in an organization and explain the steps involved in the control process.
- Que. 3** Explain the essential principles of an effective control system.
- Que. 4** Describe the relationship between planning and controlling. Why are they considered inseparable?
- Que. 5** What is Break-Even Analysis? Explain its significance as a technique of managerial control.

- Que. 6** A company wants to ensure that its actual performance matches the planned targets. Explain how an effective control system can help management achieve this objective.

SECTION – 4 (UNIT – 4 ETHICAL AND SOCIAL RESPONSIBILITIES OF MANAGERS)

- Que. 1** Define business ethics and explain its importance in today's corporate environment.
- Que. 2** Briefly explain the major ethical theories - Utilitarian, Rights and Duties, Justice, and Care.
- Que. 3** What is Corporate Social Responsibility (CSR)? Discuss its importance for modern organizations.
- Que. 4** Identify the major stakeholders of CSR and explain their role in influencing corporate decisions.
- Que. 5** Explain the mandatory requirements for CSR in India.
- Que. 6** Define sustainability and describe the sustainability practices adopted by businesses in India.

SECTION – 5

One-Word/One-Term Answer Questions

- Que. 1** What is the process of forecasting an organization's future human resource requirements called?
- Que. 2** Which process involves attracting potential candidates for job vacancies?
- Que. 3** What is the term for introducing a newly appointed employee to the organization?
- Que. 4** Which training method involves moving employees between different jobs?
- Que. 5** Name the training method conducted in a simulated work environment.
- Que. 6** Which function of management involves guiding and supervising employees towards organizational goals?
- Que. 7** Which theory assumes that employees inherently dislike work and avoid responsibility?
- Que. 8** Name the motivation theory proposed by Frederick Herzberg.
- Que. 9** Which leadership model was developed by Blake and Mouton?
- Que. 10** What is the management function that ensures activities are performed according to plans?
- Que. 11** What is the point where total revenue equals total cost called?
- Que. 12** Name the control technique used to determine the minimum output required to avoid losses.
- Que. 13** What term refers to moral principles that guide business behaviour?
- Que. 14** Which ethical theory focuses on achieving the greatest good for the greatest number?
- Que. 15** What is the abbreviation used for Corporate Social Responsibility?
- Que. 16** What do we call individuals or groups affected by business decisions?
- Que. 17** What term refers to business practices that meet present needs without compromising future generations?
- Que. 18** In Herzberg's theory, what type of factors include salary and working conditions?
- Que. 19** Which leadership approach allows subordinates greater freedom in decision-making?
- Que. 20** What is the systematic process of choosing the most suitable candidate for a job called?