

SHREE NARAYANA COLLEGE OF COMMERCE

AHMEDABAD

Name of the Department: BS BA Programme

Subject: Principles of Management – I

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

Faculty Name: Dr. Himanshi Prajapati

ASSIGNMENT

SECTION – 1 (UNIT – 1 INTRODUCTION TO MANAGEMENT)

- Que. 1** Define Management and explain its nature and characteristics.
- Que. 2** Discuss the evolution of management thought. Briefly explain the Classical, Neoclassical and Modern theories of management.
- Que. 3** Explain the five functions of management and discuss their importance in achieving organisational objectives.
- Que. 4** Explain the managerial roles identified by Henry Mintzberg.
- Que. 5** Discuss the essential managerial skills required for effective management.

SECTION – 2 (UNIT – 2 PLANNING)

- Que. 1** Define planning and explain its importance in the management process.
- Que. 2** Explain the concept of planning premises and discuss their significance.
- Que. 3** Differentiate between Strategic, Tactical and Operational plans.
- Que. 4** Explain forecasting and discuss any five forecasting techniques along with their limitations.
- Que. 5** Explain the decision-making process. Discuss Decision Tree, PERT and CPM as techniques of decision making.

SECTION – 3 (UNIT – 3 ORGANISING (PART-1))

- Que. 1** Define organising and explain its importance in management.
- Que. 2** Explain the principles of organising.
- Que. 3** Explain the various bases of departmentation with suitable examples.
- Que. 4** Define delegation of authority and discuss the principles of effective delegation.
- Que. 5** Explain Centralisation and Decentralisation. Discuss the factors affecting their adoption.

SECTION – 4 (UNIT – 4 ORGANISING (PART -2))

- Que. 1** Explain the meaning and characteristics of Formal Organisation.
- Que. 2** Explain the Line Organisation structure with its advantages and limitations.
- Que. 3** Explain Functional, Project and Matrix Organisation structures.
- Que. 4** Explain the Committee form of Organisation and discuss its advantages.
- Que. 5** Define Informal Organisation. Explain its benefits and issues.

SECTION – 5

One-Word/One-Term Answer Questions

- Que. 1** Who is known as the Father of Scientific Management?
 - Que. 2** Which managerial function determines organisational goals?
 - Que. 3** Name the managerial role involving interaction with outsiders.
 - Que. 4** Which managerial skill is most important at the top management level?
 - Que. 5** What is the process of deciding future courses of action called?
 - Que. 6** Name the plan prepared for long-term organisational goals.
 - Que. 7** Which forecasting technique uses past data to predict future trends?
 - Que. 8** Which decision-making tool uses a network diagram to schedule activities?
 - Que. 9** Which process divides work into different departments?
 - Que. 10** Which principle states that authority and responsibility should go together?
 - Que. 11** What is the transfer of authority to subordinates called?
 - Que. 12** Which organisational concept refers to the number of subordinates reporting to one manager?
 - Que. 13** What is the distribution of decision-making authority to lower levels called?
 - Que. 14** Which organisational structure follows the scalar chain?
 - Que. 15** Which organisation develops naturally through social interaction?
 - Que. 16** Which organisation structure combines functional and project structures?
 - Que. 17** Which organisation structure is commonly used for temporary assignments?
 - Que. 18** Which management function follows planning?
 - Que. 19** Who introduced the managerial roles approach?
 - Que. 20** Which organisational structure provides specialised supervision by experts?
-