

Internal Assessment (Assignment)

Course Code: BCGNAET105

Last Date of Submission:

Course Title: Principles & Practices of Management

Assignment Marks: 30

Assignment No.:2

Note:

1. The assignment has two parts: A and **B**.
2. Part A has ten MCQs carrying one mark each. Answer **ALL** ten MCQs.
3. Part B has eight descriptive questions carrying four marks each. Attempt **any FIVE** questions out of eight.

PartA (10 × 1 =10 Marks)

Answer **all** questions MCQ 1 to MCQ 10

MCQNo.	Question	Course Outcome
1	Which one of the following is not an element of communication process?	CO-3
Answer Choices:	A. Encoding B. Channel C. Receiver D. Measurement	
2	_____ is the integration, unification and synchronization of departmental efforts for accomplishing organizational objectives.	CO-1
Answer Choices:	A. Organizing B. Planning C. Coordination D. Directing	
3	Who is appointed to support line managers in their duties in large organization?	CO-2
Answer Choices:	A. Special Coordinator B. Line Manager C. Departmental Coordinators D. Project Manager	
4	The study of communication through touch is _____	CO-4
Answer	A. Chronemics	

Choices:	B. Haptics C. Proxemics D.Semantics	
5	“ Planning is theoretical whereas controlling is practical”.	CO-1
Answer Choices:	A. True B. False C. Cannot say D.None of the Above	

6	The components of directing are_____	CO-3
Answer Keys:	A. Leadership B. Communication C. Supervision D. All of the Above	
7	The third element of Maslow's Need Hierarchy theory is_____	CO-2
Answer Keys:	A. Physiological Needs B. Security Needs C. Self-realization Needs D. Social Needs	
8	Many large companies maintain a close relation with the universities, vocational schools, and management institutes to recruit qualified personnel for various jobs. This known as _____	CO-3
Answer Keys:	A. Employment Exchanges B. Direct Recruitment C. Campus Recruitment D. Labor Contractors	
9	This determines the number and types of personnel required to perform the jobs.	CO-4
Answer Keys:	A. Workload Analysis B. Job Analysis C. Workforce Analysis D. Selection	
10	_____ means concentration of authority at the top.	CO-4
Answer Keys:	A. Centralization B. Delegation C. Decentralization D. None of the Above	

Part B

(5 × 4 = 20 Marks)

Attempt **ANY FIVE** questions from Q1 to Q 8.

Q No.	Question	Course Outcome
1	List out the different types of communication	CO-1
2	What is meant by coordination? Explain its importance in management.	CO-4
3	According to Maslow, “there seems to be a hierarchy into which human needs are arranged.” Explain his theory of motivation	CO-3
4	Explain the importance of control in business enterprise	CO-1
5	What do you mean by recruitment? How does it differ from selection	CO-3
6	Write a short note on: a) Authority b) Responsibility and c) Accountability.	CO-4
7	Define Management? Explain its features and importance in detail.	CO-1
8	Good Communication is the foundation of Sound management”. Comment	CO-4

Course Outcomes:

CO-1. Describe theoretical aspects, process and principles, scope of management and its application to modern management practice.[L-1]

CO-2. Define the roles and responsibilities of a manager in the organization. [L-2]

CO-3 Illustrate the importance of planning, organizing, staffing, directing and controlling in decision making .[L-3]

CO-4. Interpret the ability of communication, leadership, directing and controlling skills.[L-3]

CO-5. Evaluate the contemporary issues and challenges in management.[L-5]