**Internal Assessment (Assignment)**

**Course Code:** BCGNAET105 **Last Date of Submission:**

**Course Title: Principles & Practices of Management**  **Assignment Marks**:30

**Assignment No.:1**

**Note:**

1. The assignment hastwo 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 questionsMCQ 1** to **MCQ 10**

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| **MCQNo.** | **Question** | **Course Outcome** |
| **1** | **According to Mary Parker, \_\_\_\_\_\_\_\_ is an art of getting things done through others.** | CO-1 |
| Answer Choices: | A. Job  B. Behaviour  C. Management  D. Both A & B |  |
| **2** | **Management functions include \_\_\_\_\_\_\_\_** | CO-1 |
| Answer Choices: | A. Planning & organizing  B. Directing  C. Controlling  D. All of the above |  |
| **3** | ---------------- **is about deciding in advance what should be done.** | CO-1 |
| Answer Choices: | A. Organizing  B. Directing  C. Planning  D. Controlling |  |
| **4** | **MOST stands for \_\_\_\_\_\_\_\_** | CO-1 |
| Answer Choices: | A. Machinery, Office, Staff and Technology  B. Mission, Objectives, Strategies and Tactics  C. Maximum Output Strategy Tools  D. Manager, Operator, Seller and Trader |  |
| **5** | **Functional managers are responsible** \_\_\_\_\_ | CO-1 |
| Answer Choices: | A. for a single area of activity  B. to the upper level of management and staff  C. for complex organizational sub-units  D. for obtaining copyrights and patents for newly developed processes and equipment |  |

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| **6** | **\_\_\_\_\_\_\_\_ is called as father of scientific management** | CO-1 |
| Answer Keys: | A. Elton Mayo  B. Hendry Fayol  C. F.W.Taylor  D. Robert Owen |  |
| **7** | **Which is NOT an informational role of manager?** | CO-2 |
| Answer Keys: | A. Monitor’s role  B. Disturbance’s handler role  C. Disseminator’s role  D. spokesman’s role |  |
| **8** | **Which of the following is true about Principles of Management?** | CO-1 |
| Answer Keys: | A. The principles of management are in a continuous process of evolution  B. The principles of management have evolved  C. The principles of management have not evolved  D. None of the above |  |
| **9** | **Which of the following is the main reason for the existence of an organization?** | CO-1 |
| Answer Keys: | A. The vision of an organization  B. The mission of an organization  C .The objectives of an organization  D. The Chief Executive Officer (CEO) of an organisation |  |
| **10** | **The principles of management serve as a general guideline for \_\_\_\_\_\_\_.** | CO-1 |
| Answer Keys: | 1. Decision making   B .Managerial actions  C .Both a and b are correct  D. Both a and b are incorrect |  |

**Part B (5 4 = 20 Marks)**

Attempt **ANY FIVE** questionsfromQ1 to Q 8.

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| **Q No.** | **Question** | **Course Outcome** |
| **1** | Define management. Explain the nature of management. | CO-1 |
| **2** | Discuss the principles given by Henry Fayol to the Modern Management Thought | CO-1 |
| **3** | Explain various roles performed by managers in detail | CO-1 |
| **4** | “Lack of proper management result in the wastage of time, money and efforts” Discuss the significance of management in the context of this assertion. | CO-1 |
| **5** | Name and explain the important principle of management which encourages the workers to think and put forward better way of doing a job . | CO-1 |
| **6** | Write a note on Elton Mayo’s contribution to Management thought. | CO-1 |
| **7** | Why planning is important for the success of any organization | CO-1 |
| **8** | What do you mean by organizing? Explain various steps involved in organizing. | CO-1 |

**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]