**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**

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| **MCQNo.** | **Question** | **Course Outcome** |
| **1** | Which one of the following is not an element of communication process? | CO-3 |
| Answer Choices: | 1. Encoding 2. Channel 3. Receiver 4. Measurement |  |
| **2** | \_\_\_\_\_\_\_ is the integration, unification and synchronization of departmental efforts for accomplishing organizational objectives. | CO-1 |
| Answer Choices: | 1. Organizing 2. Planning 3. Coordination 4. Directing |  |
| **3** | Who is appointed to support line managers in their duties in large organization? | CO-2 |
| Answer Choices: | 1. Special Coordinator 2. Line Manager 3. Departmental Coordinators 4. Project Manager |  |
| **4** | The study of communication through touch is \_\_\_\_\_\_\_ | CO-4 |
| Answer Choices: | 1. Chronemics 2. Haptics 3. Proxemics   D.Semantics |  |
| **5** | “Planning is theoretical whereas controlling is practical”. | CO-1 |
| Answer Choices: | 1. True 2. False 3. Cannot say   D.None of the Above |  |

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| **6** | The components of directing are\_\_\_\_\_\_\_ | CO-3 |
| Answer Keys: | 1. Leadership 2. Communication 3. Supervision 4. All of the Above |  |
| **7** | The third element of Maslow’s Need Hierarchy theory is\_\_\_\_\_\_\_ | CO-2 |
| Answer Keys: | 1. Physiological Needs 2. Security Needs 3. Self-realization Needs 4. 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: | 1. Employment Exchanges 2. Direct Recruitment 3. Campus Recruitment 4. Labor Contractors |  |
| **9** | This determines the number and types of personnel required to perform the jobs. | CO-4 |
| Answer Keys: | 1. Workload Analysis 2. Job Analysis 3. Workforce Analysis 4. Selection |  |
| **10** | \_\_\_\_\_\_ means concentration of authority at the top. | CO-4 |
| Answer Keys: | 1. Centralization 2. Delegation 3. Decentralization 4. None of the Above |  |

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

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

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| **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]