

GLS UNIVERSITY
Faculty of Computer Applications & Information Technology

BCA Programme
Semester III

210303301 Principles of Management
Assignment – Unit 3

I Do as Directed:

1. _____ is the function of management that involves developing an organizational structure.
2. Decisions made about the _____ of an organization are generally referred to as organizational design decisions.
3. _____ also involves the design of individual jobs within the Organization.
4. Decisions made about the nature of jobs within the organization are generally called _____ decisions.
5. List the characteristics of Organising.
6. List the functions of Organising.
7. List the types of Organisation.
8. In _____, work is assigned to the employee who is specialised in that work.
9. The position of each manager and executive is specified in _____ structure.
10. List the steps in the process of Organizing.
11. Designing specific roles of employees help to eliminate _____.
12. Organising is a _____ process. (Static/ Dynamic)
13. Organisation as a structure of relationship is called _____ element. (Static/ Dynamic)