

GLS UNIVERSITY
Faculty of Computer Applications & Information Technology

BCA Programme
Semester III

210303301 Principles of Management
Assignment – Unit 1

Q: 1 Fill in the blanks

1. Middle management generally requires _____ skills.
2. Bottom management generally requires _____ skills.
3. There are _____ levels of management.
4. Management is the _____ of applying managerial theories into organizational perspectives.
5. Planning is the process of selecting _____ alternative from those that are available.
6. A plan for an organization must be _____.(flexible/inflexible)
7. _____ is the process of planning and organising the resources and activities of a business to achieve specific goals in the most effective and efficient manner possible.
8. According to _____, 'Management is an art of getting things done through and with the people in formally organized groups. It is an art of creating an environment in which people can perform and individuals and can co- operate towards attainment of group goals.'
9. Evaluate how well you are achieving your goals, improving performance, taking actions is called _____.
10. _____ Performs the actual work of the project under the Project Manager including development, testing, etc.

Q: 2 Do as directed

- a. Explain levels of management.
- b. Explain process of management.
- c. What is management? Explain its importance.
- d. List principals of management. Explain any three.