

## Assignment 2

Submission: 12 November 2022

Background:

You are the department coordinator of the International University of Scholars. On a quiet, rainy Tuesday, you walk into your office and order tea from ChaTime. As you take your first sip, you get a phone call from a student.

*“Sir, there is no electricity in the entire building, the lift is stuck and there are students trapped inside it. There is no light, fan or a/c. Everything is dark and hard to see. Please help”*

What do you do? Now, there are several options to dealing with this situation.

Consider addressing the following questions:

- 1) What is your strategy for dealing with this problem? (Plan)
- 2) What resources do you need to follow your strategy? (Organize)
- 3) What stakeholders/ people do you need to get on-board? (Lead)
- 4) What steps can you take to make sure your plan is proceeding as you planned it? (Control)

Write a short essay of 1500 words (Max) on how you'd deal with this situation using the Four Management Functions.

Instruction:

1. Use offset (A4) paper to do the assignment.
2. You can submit printed or handwritten assignments.
3. NO softcopy will be accepted.
4. Write your Full Name, ID and Section on top.
5. Do not copy someone else's assignment.
6. Total marks: 20