

VINAYAKA MISSIONS SIKKIM UNIVERSITY

(Estd. by Sikkim Legislative Act vide VMSU Act No.11 of 2008)

DIRECTORATE OF DISTANCE EDUCATION

NH 10-A, Tadong, East Sikkim-737102

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Phone: 93323-67555/03592-232588

Programme: MBA **Session:** 2015-16

Full Marks: 10

Course/Subject Name: Principles of Management

Course/Subject Code: CM 4206

Assignment No. 1

Last Date of Submission: 31st March 2016

NOTE : All Sections in the Assignments are compulsory to be attempted as per Instructions.

Section -A

Choose the correct option

0.5x10 = 5

- Someone who works with and through other people by coordinating their work activities in order to accomplish organisational goal is _____.
 - A intelligent individual
 - A supervisor of production work
 - A manager
 - An operations supervisor
- The five management functions of planning, organising, commanding, coordinating and controlling were proposed by.
 - Frederick W. Taylor
 - Henry Ford
 - Chester Barnard
 - Henri Fayol
- Writing an organisational strategic plan is an example of the _____ management function.
 - Leading
 - Coordinating
 - Planning
 - Organising
- An organisation is _____.
 - The physical location where people work
 - A collection of individual working for the same company
 - A deliberate arrangement of people to accomplish some specific purpose
 - A group of individual focus on profit-making for their shareholders
- In general, entrepreneurs are better able than managers in a traditional hierarchical organization to
 - lead.
 - organize.
 - respond to a changing environment.
 - respond to a static environment
- The process of assigning authority and responsibility to one's subordinates to manage a project is called
 - centralization.
 - supervision.
 - Delegation.
 - Specialization.
- Planning involves two important elements:
 - Goals and plans.
 - Organizing and controlling.
 - Lead and plans.
 - Staffing and leading.
- _____ focused on the work or the job and how to do it better.

- i) Scientific management ii)Bureaucratic management
- ii) Classical management iv)Administrative management

9. Tactical plans tend to be_____ specific and concrete than strategic plans.
i) More. ii)Less. iii)Lower. iv)None of given options
- 10.) Which of the following is not the branch of quantitative management?
i) Operations Research ii) Project Management
iii) Management Information System iv) Operations management

Section -B

Answer any Five questions from the following within 50 words

[1x5=5]

1. Differentiate between management and administration.
2. Define planning.
3. Discuss the nature and scope of management.
4. What do you mean by line and staff organisation?
5. Discuss the role and functions of manager.
6. Define the term planning premises.
7. Write short note on Departmentation.

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Programme: MBA **Session:** 2015-16 **Full Marks:** 10
Course/Subject Name: Principles of Management **Course/Subject Code:** CM 4206
Assignment No. 2 **Last Date of Submission:** 15th April 2016

NOTE : All Sections in the Assignments are compulsory to be attempted as per Instructions.

Section -A

Choose the correct option

0.5x10 = 5

1. The management process function consists of -----.
 - i) Planning, Organizing, Staffing & Directing
 - ii) Planning, Organizing, Leading & directing
 - iii) Planning, Organizing, Leading & Staffing
 - iv) Planning, Organizing, Leading & Controlling.
2. This is a type of motivational technique training given to the groups of managers themselves so that they may behave with and motivate their subordinates better?
 - i) In-basket training ii) Apprenticeship iii) Sensitivity training iv) Vestibule training
3. Brech identifies four main elements of management. They are planning, control, co-ordination and-----?
 - i) Motivation ii) Centralization iii) Discipline iv) Division of work.
4. Many candidates are interviewed at a time under
 - i) Group interview ii) Board interview iii) Stress interview iv) Patented interview.
5. Who gives direction?
 - i) Subordinate ii) Supervisor iii) Employee iv) None of these.
6. Which one of the following principles is related to purpose of directing?
 - i) unity of command ii) Managerial communication
 - iii) maximum individual contribution iv) principle of leadership
7. A product layout is generally preferred for
 - i) a. Batch production
 - ii) Continuous type of production
 - iii) Effective machine utilization ratio
 - iv) all of the above
8. In inventory control, the economic order quantity refers to
 - i) lowest level of inventory
 - ii) lot most economical to process
 - iii) optimum lot size
 - iv) lot corresponding to break even point

9. Dispatching is concerned with
- i) better utilization of man power
 - ii) material handling layout
 - iii) getting the work started and ensuring that the plans are properly implemented
 - iv) sequence of operation to be performed from one machine to another
10. Which one of the following is not a method of job evaluation?
- i) Ranking method
 - ii) point method
 - iii) grading method
 - iv) field review method

Section -B

Answer any Five questions from the following within 50 words

[1x5=5]

1. What is meant by the term directing?
2. What is meant by Brain Storming?
3. What is the importance of controlling?
4. Mention the importance of motivation.
5. Define operations management.
6. Define maintenance control.
7. Write a short note on income statement.

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Course/Subject Name: Principles of Management

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Assignment No. 3

Last Date of Submission: 15th April 2016

NOTE : All Sections in the Assignments are compulsory to be attempted as per Instructions.

Section -A

Choose the correct option

0.5x10 = 5

1. Management is
 - i) An art
 - ii) science
 - iii) both
2. Polices are sometimes defined as
 - i) Shortcut for thinking
 - ii) action plan
 - iii) substitute for strategy
 - iv) substitute for management authority
3. One of the major elements of planning process a.
 - i) Developing leadership qualities
 - ii) selecting right personnel
 - iii) perception of opportunities
 - iv) designing organization structure
4. Staff authority works as
 - i) Chain of command
 - ii) channel of communication
 - iii) carrier responsibility
 - iv) advice on certain matters
5. Job rotation involves
 - i) Moving a person from one job to another job
 - ii) making a job more motivating
 - iii) enlarging the activities involved in the job
 - iv) upgrading the job to a higher rank
6. Managerial grid has been developed by
 - i) Blake and mounon
 - ii) W.J.Reddin
 - iii) Rensis Likert

- iv) Elton Mayo
7. Which one of these is used for motivation?
- i) job simplification
 - ii) job rotation
 - iii) job enlargement
 - iv) job enrichment
8. Queuing theory is associated with
- i) sales forecasting
 - ii) inventory control
 - iii) waiting time
 - iv) production schedule
9. PERT stands for a.
- i) programme evaluation and review technique
 - ii) process evaluation and reporting technique
 - iii) planning evaluation and reporting technique
 - iv) planning estimation and review technique
10. Dispatching is concerned with a.
- i) Better utilization of man power b.
 - ii) Material handling layout c.
 - iii) getting the work started and ensuing that the plans are properly implemented
 - iv) sequence of operation to be performed from one machine to another