

**Bachelor's Degree Programme
(BDP)**

**ASSIGNMENT
2022-2023**

**Elective Course in Commerce
ECO – 03: Management Theory**

For July 2022 and January 2023 admission cycle



**School of Management Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110068**



**School of Management Studies
Indira Gandhi National Open University**

**Elective Course in Commerce
ECO – 03: Management Theory**

ASSIGNMENT- 2022-23

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

This assignment is valid for two admission cycles (**July 2022 and January 2023**). The validity is given below:

1. Those who are enrolled in **July 2022**, it is valid up to **June 2023**.
2. Those who are enrolled in **January 2023**, it is valid up to **December 2023**.

You have to submit the assignment of all the courses to The Coordinator of your Study Centre. For appearing in June Term-End Examination, you must submit assignment to the Coordinator of your study centre latest by **15th March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15th September**.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	ECO-03
COURSE TITLE	:	MANAGEMENT THEORY
ASSIGNMENT CODE	:	ECO-03/TMA/2022-23
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Attempt all the questions:

1. Describe organizing as a function of management. What are the characteristics of organization? Explain. (20)
2. Explain Herzberg's two-factor theory and differentiate it from Maslow's theory of Need Hierarchy. (20)
3. **Write short notes on the following :** (4×5)
 - (a) Qualities of an effective leader
 - (b) Budgetary control
 - (c) Functional Organization
 - (d) PERT
4. **Differentiate between the following :** (4×5)
 - (a) Positive and negative motivation
 - (b) Formal and informal communication
 - (c) Coordination and cooperation
 - (d) Policies and Objectives
5. **Comment briefly on the following statement :** (4×5)
 - (a) Morale is an important factor which contributes to the willingness of people to work.
 - (b) Contingency approach is based on the view that there is no one best way to manage.
 - (c) Control is a fundamental management function that ensures worth accomplishment according to plans.
 - (d) The biggest drawback from which form of organisation suffers is the conflict between line and staff.