

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

**ASSIGNMENT  
2023-2024**

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

**For July 2023 and January 2024 admission cycle**



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



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

**ASSIGNMENT- 2023-24**

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 2023 and January 2024**). The validity is given below:

1. Those who are enrolled in **July 2023**, it is valid up to **June 2024**.
2. Those who are enrolled in **January 2024**, it is valid up to **December 2024**.

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 **15<sup>th</sup> March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15<sup>th</sup> September**.

## **TUTOR MARKED ASSIGNMENT**

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<b>COURSE CODE</b>	<b>:</b>	<b>ECO-03</b>
<b>COURSE TITLE</b>	<b>:</b>	<b>MANAGEMENT THEORY</b>
<b>ASSIGNMENT CODE</b>	<b>:</b>	<b>ECO-03/TMA/2023-24</b>
<b>COVERAGE</b>	<b>:</b>	<b>ALL BLOCKS</b>

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**Maximum Marks: 100**

### **Attempt all the questions:**

1. Describe the importance of staffing function in an organisation. Do you agree that combinations of written test and interview provide better result. Comment. **(20)**
  
2. What do you mean by the terms centralisation and decentralisation? What are the advantages of decentralisation? Distinguish between delegation and decentralisation. **(20)**
  
3.
  - a) Explain Fayol's contribution to management thought. **(10+10)**
  - b) What is meant by span of control? Discuss various factors affecting span of control.
  
4.
  - a) Explain the various principles of coordination and discuss its limitations. **(10+10)**
  - b) What is meant by strategy? Explain the difference between strategy and objective?
  
5. **Write short notes on the following:** **(4×5)**
  - a) Managerial grid
  - b) Communication channels.
  - c) Administrative management
  - d) Line organisation