

MS-01

**Management Programme (MP) / Master of Business Administration
(Banking & Finance) (MPB)**

**ASSIGNMENT
For
January 2024 and July 2024 Sessions**

**(Last date of submission for January 2024 session is 30th April, 2024 and for July
2024 sessions is 31st October, 2024)**

MS – 1: Management Functions and Behaviour



**School of Management Studies
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110 068**

ASSIGNMENT

Course Code	:	MS - 01
Course Title	:	Management Functions and Behaviour
Assignment Code	:	MS-01 /TMA/JAN/2024
Coverage	:	All Blocks

Note: Attempt all the questions and submit this assignment to the coordinator of your study centre. Last date of submission for January 2024 session is 30th April, 2024 and for July 2024 session is 31st October, 2024.

1. What do you understand by planning? Mention the basic steps involved in designing a control process. Cite examples.
2. If you are currently a member of a recognized decision making group in your organisation, what is the purpose or decision on which you are now working? What specific steps could be taken by individuals to improve the process if improvement is needed? List your ideas.
3. What are the major forces for change that confront organisation? 2 Discuss the process of organisation change and the strategies to cope with it. Illustrate.
4. Do you subscribe to the view that only top management is responsible for exercising control function in the organisation? Explain how you could use the three step control process to control your academic performance.
5. What are the various ways in which you influence your colleagues and subordinates? To what extent various theories of leadership are likely to influence your leadership styles? Cite examples.