

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

**ASSIGNMENT  
2020-2021**

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

**For July 2020 and January 2021 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- 2020-21**

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 2020 and January 2021**). The validity is given below:

1. Those who are enrolled in **July 2020**, it is valid up to **June 2021**.
2. Those who are enrolled in **January 2021**, it is valid up to **December 2021**.

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/2020-21</b>
<b>COVERAGE</b>	<b>:</b>	<b>ALL BLOCKS</b>

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**Maximum Marks: 100**

**Attempt all the questions:**

- 1.** What is meant by scientific management? Discuss its main principles, merits and limitations. **(20)**
  
- 2.** What do you understand by leadership? Define 'leadership style'. What are the main differences between autocratic, democratic and free rein leadership styles? **(20)**
  
- 3. Write short notes on the following :** **(4X5)**
  - (a)** Principles of delegation of authority
  - (b)** Span of control
  - (c)** Organization structure
  - (d)** Herzberg's Motivation Hygiene Theory
  
- 4. Differentiate between the following :** **(4X5)**
  - (a)** Management and administration
  - (b)** Policies and objectives
  - (c)** Line and Functional Organization
  - (d)** PERT and CPM
  
- 5. Comment briefly on the following statement :** **(4X5)**
  - (a)** Planning and decision making are two sides of the same coin.
  - (b)** Job description and job specification are useful in recruitment and selection of employees so as to find the right persons for the jobs
  - (c)** The process of communication implies the existence of a sender, a receiver, a message and a motivating climate for it.
  - (d)** Coordination is the essence of management.