

ECO - 03

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

**ASSIGNMENT
2021-2022**

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

For July 2021 and January 2022 admission cycle



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



Elective Course in Commerce
ECO – 03: Management Theory

ASSIGNMENT- 2021-22

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 2021 and January 2022**). The validity is given below:

1. Those who are enrolled in **July 2021**, it is valid up to **June 2022**.
2. Those who are enrolled in **January 2022**, it is valid up to **December 2022**.

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/2021-22**
COVERAGE : **ALL BLOCKS**

Maximum Marks: 100

Attempt all the questions:

1. What is controlling function of management? Discuss traditional and modern techniques of control. (20)

2. Discuss the meaning and importance of departmentation. Discuss line, functional and line and staff organization with their relative merits and demerits. (20)

3. Write short notes on the following: (4X5)
 - (a) Principles of Communication
 - (b) Limitations of Planning
 - (c) Objectives
 - (d) Fayol's Administrative Theory

4. Differentiate between the following: (4X5)
 - (a) Coordination and Cooperation
 - (b) Delegation of Authority and Decentralisation
 - (c) Herzberg's theory and Maslow's theory
 - (d) Autocratic and Democratic Leadership Style

5. Comment briefly on the following statement: (4X5)
 - (a) Selection is followed by placement and orientation of the selected personnel.
 - (b) Organisations are made up of components, each of which has unique properties, capabilities and mutual relationships.
 - (c) The leader is a person in a group who is capable of influencing the group to work willingly.
 - (d) Subordinates may not perceive the organisational goals in absence of direction.