

Assignments Set 1

Management and Organizational Behavior (CP 1006)

Book : 1

Note: 1. Attempt this after you have studied Book 1

Note: 2. Attempt any two of the following

- (1) Define Management? Explain in detail the nature of Management?
- (2) Discuss the Informational roles and Interpersonal roles of Manager?
- (3) What is MBO? Explain in detail the MBO process, its advantages and disadvantages?
- (4) State the meaning of Coordination. Explain its types, principles, techniques.

Human Resource Management (CP1010)

Book 1.

Note: 1. Attempt this after you have studied Book 1

Note: 2. Attempt any two of the following

1. Define Interview. Explain its types and process.
2. What are the basic components of HRM? Describe each.
3. What is Human Resource Management? Explain its process.
4. What is MBO? Give in detail process, benefits and limitations of MBO.

Assignments Set 2

Management and Organizational Behavior (CP 1006)

Book : 2.

Note: 1. Attempt this after you have studied Book 2

Note: 2. Attempt any two of the following

1. Describe the factors that influence environmental analysis.
2. Explain the following
 - (a) Authority and Responsibility
 - (b) Machiavellianism
 - (c) Corporate Planning Process
3. What are the limitations of span of management?
4. Differentiate between formal and informal organizations. What purpose does the informal organization serve?

Human Resource Management (CP1010)

Book 2.

Note: 1. Attempt this after you have studied Book 2

Note: 2. Attempt any two of the following

1. Explain Maslow's Need Hierarchy theory of Motivation
2. Write short notes on following
 - (a) HR audit report
 - (b) HR audit process
 - (c) Personal inventory
3. Define Counseling and monitoring. Explain their types.
4. Define 'Labour Welfare'. What is the need for labour welfare

Assignments Set 3

Management and Organizational Behavior (CP 1006)

Book: 3.

Note: 1. Attempt this after you have studied Book 3

Note: 2. Attempt any two of the following

1. Describe the advantages of delegation.
2. Explain the following terms
 - (a) Job rotation
 - (b) Job enrichment
 - (c) Job enlargement
3. Explain the functions of supervisor

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Book 3.

Note: 1. Attempt this after you have studied Book 3

Note: 2. Attempt any two of the following

1. Define the term Collective Bargaining? Explain its characteristics and types of Bargaining.
2. What is disciplinary system? Explain essentials of good disciplinary system
3. Explain elements required for a sound grievance handling and steps in grievance handling.

Assignments Set 4

Management and Organizational Behavior (CP 1006)

Book : 4

Note: 1. Attempt this after you have studied Book 4

Note: 2. Attempt any two of the following

1. Define Communication. What are the barriers to effective communication?

2. Explain the following
 - (a) Team Building
 - (b) Corporate Social Responsibility
 - (c) Business Ethics

3. Describe the modern techniques of managerial control.

4. Explain meaning, objectives, advantages and disadvantages of budgetary control.

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Book 3

Note: 1. Attempt this after you have studied Book 4

Note: 2. Attempt any two of the following

1. What is MBO? Explain its features, benefits, limitations and process
2. What is psychological contract? Explain its functions and types
3. Differentiate the following :
 - (a) Theory X and Theory y
 - (b) Negative Discipline and Positive Discipline
 - (c) Collective Bargaining and Negotiation skills.