

MBA Semester 1

MBA101: Management Process and Organizational Behaviour

Assignment Set - I

**Q1. Explain the Definition and Importance of 'management'.**

**Definition of Management:** Management is all about making things smooth and efficient. It is also about achieving our goals which in modern management literature we call 'effectiveness'. According to Harold Koontz, "Management is an art of getting things done through and with people in formally organised groups. It is an art of creating an environment in which people can perform as individuals and can co-operate towards the attainment of group goals". According to F.W. Taylor, "Management is an art of knowing what to do, when to do, and see that it is done in the best and the . . . . . **Full answer available in paid assignment**

**Q2: Explain the steps involved in Planning process.**

The steps involved in Planning process:

Being aware of opportunities – This means being aware of the customer needs, market, competition, our strengths, and weaknesses. For example, Sambhavi being aware of the customer need to have the outlets in other districts. This is usually done through market research, competitor analysis, and analysis of own strengths and weaknesses through a formal process called SWOT analysis (Strength, Weaknesses, Opportunity, and Threat). Establishing objectives – This implies establishing what we want to be and what we want to accomplish and when and in relation to which market segment. At the highest level, this is done through vision and mission building. This process takes place at business level, the . . . . . **Full answer available in paid assignment.**

**Q3. Explain the following: a) Definition of Leading. b) Importance of Leading.**

**Definition of Leading:** Leading can be defined as the process of setting direction, creating alignment, and creating engagement to deliver high productivity and to facilitate change. Directing can be defined as the process by which the managers instruct, guide, and oversee the performance of the workers to achieve predetermined goals. It is the heart of management process. Planning, organising, and staffing have got no importance if direction function does not take place. Directing initiates action and it is from here that the actual work starts. In other words, we can say that it is the way of converting the . . . . . **Full answer available in paid assignment.**

## Assignment Set - II

**Q1. Define the term Controlling? What are the prerequisites of effective control?**

**Q2. Explain the components and functions of attitude.**

**Q3. Define leadership. Write a brief note on 'Contingency Theories of Leadership'.**

*Remaining answers are available in the full assignments.*

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