

Internal Assessment Test - I

Sub:	Principles of Management & Organisational Behaviour (Sec,A)	Code:	22MBA11
Date:	21,03,2023	Duration:	90 mins
		Max Marks:	50
		Sem:	III
		Branch:	MBA

		Marks	OBE	
			CO	RBT
Part A - Answer Any Two Full Questions (2* 20 = 40 marks)				
1	(a) Recall ‘motion study’ and its need.	[03]	CO1	L1
	(b) Explain single use plan.	[07]	CO2	L2
	(c) Tabulate Henry Fayol’s principles of management.	[10]	CO1	L1
2	(a) What do you know about soft skills as a recent trend in management?	[03]	CO2	L5
	(b) What is the process of organizing?	[07]	CO1	L2
	(c) Examine formal and informal organisation.	[10]	CO3	L3
3	(a) What principle was advocated by Max Weber?	[03]	CO3	L3
	(b) Associate the concepts of objectives, strategies, policy, procedures and rules.	[07]	CO2	L3
	(c) Distinguish Line and Staff organization structure.	[10]	CO1	L3
Part B - Compulsory (01*10=10 marks)				
4	<p>A superstore employes a manager giving necessary authority and responsibility. The manager wants each department to be headed by a single person. For example, cash, purchases, sales, depot management, transportation etc. However, the management appointed few experts to advise the manager of the superstore. While the manager insisted that there should be separate heads, the management went ahead in appointing experts only. The management added that the superstore can function effectively if this kind of organization prevails. The management also supports its statement by quoting various examples of this formation.</p> <p>(a) What type of organisation the manager required and proposed by the management?</p> <p>(b) Does this expert type of organization create a conflict?</p>			L4
		[]	CO3	L4

Course Outcomes (COs)		PO1	PO2	PO3	PO4	PO5
CO1:	Gain practical experience in the field of Management and Organisational Behaviour	1(a), 1(c), 2(b)	3(c)			
CO2:	Acquire conceptual knowledge of management, various functions of Management and theories in OB.		1(b), 2(a), 3(b)			
CO3:	Comprehend and apply management and behavioural models to relate attitude, perception and personality.			2(c), 3(a)	4(a), 4(b)	
CO4:	Analyse the recent trends in Management and OB models.					

Cognitive level	KEYWORDS
L1 - Remember	list, define, tell, describe, recite, recall, identify, show, label, tabulate, quote, name, who, when, where, etc.
L2 - Understand	describe, explain, paraphrase, restate, associate, contrast, summarize, differentiate interpret, discuss
L3 - Apply	calculate, predict, apply, solve, illustrate, use, demonstrate, determine, model, experiment, show, examine, modify
L4 - Analyze	classify, outline, break down, categorize, analyze, diagram, illustrate, infer, select
L5 - Evaluate	asses, decide, choose, rank, grade, test, measure, defend, recommend, convince, select, judge, support, conclude, argue, justify, compare, summarize, evaluate
L6 - Create	design, formulate, build, invent, create, compose, generate, derive, modify, develop, integrate

PO1–Theoretical Knowledge; PO2–Effective Communication Skills; PO3–Leadership Qualities; PO4 –Sustained Research Orientation; PO5 –Self-Sustaining Entrepreneurship

CI

CCI

HOD

Key

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TECHNOLOGY**

Scheme of Evaluation

Internal Assessment Test 1– Mar 2022



Sub:	Principles of Management & Organisational Behaviour	Code:	22MBA11
Date: 23.03.2023	Duration: 90mins	Marks: 50	Branch: MBA
	Max	Sem: I	

Note: Part A - Answer Any Two Full Questions (20*02=40 Marks)
Part B - Compulsory (01*10= 10marks)

Part	Question #	Description	Marks Distribution	Max Marks	
A	1	a) A time and motion study is a business efficiency technique combining the Time Study work of Frederick Winslow Taylor	1.the study of movements like lifting, putting objects, sitting and changing positions, etc., 2.which are undertaken while doing a typical job.	2 1	20 M
		b) Single-use plans are also known as 'specific plans' since their objective is to solve a particular problem. These plans are formulated to handle a non-repetitive and unique problem. Such single-use plans cannot be used repeatedly since they become useless after they have achieved their objective.	'specific plans' Particular instruction for a specific objective handle a non-repetitive and unique problem	2 2 3	
		c) 1. Division of work 2. Authority and responsibility 3. Unity of command 4. Unity of direction 5. Equity 6. Order 7. Discipline 8. Initiative 9. Remuneration 10. Stability 11. Scalar chain 12. Subordination of individual interest 13. Espirit de corps 14. Centralization and decentralization	1. Division of work 2. Authority and responsibility 3. Unity of command 4. Unity of direction 5. Equity Order Discipline Initiative Remuneration Stability Scalar Chain Subordination of Individual interest Espirit De Corps Centralisation	5 5	

				and Decentralisation		
2	a)	Soft skills include attributes and personality traits that help employees interact with others and succeed in the workplace. Examples of soft skills include the ability to communicate with prospective clients, mentor your co-workers, lead a team, negotiate a contract, follow instructions, and get a job done on time	Skills required to talk to technical experts Workplace group and team work Management principles		1 1 1	20 M
	b)	Identification and Division of Work Departmentalisation Assignment of Duty Establishing Reporting Relationship	The function of organizing starts with the identification of the total work which is to be done to achieve the organisational goal. After grouping various activities into departments, the next step is necessary to allocate the work of different employees If two or more person is working together for a common goal, then it is necessary to define the relationship between them in clear terms.		3 3 1	
	c)	Formal organisational structure clearly spells out the job to be performed by each individual, the authority, responsibility assigned to every individual, the superior- subordinate relationship and the designation of every individual in the organisation. This structure is created intentionally by the managers for achievement of organisational goal. In the formal organisational structure individuals are assigned various job positions. While working at those job positions, the individuals interact with each other and develop some social and friendly groups in the organisation. This network of social and friendly groups forms another structure in the	the authority, responsibility assigned to every individual, the superior- subordinate relationship and the designation of every individual in the organisation. The informal organisational structure gets created automatically and the main purpose of such structure is getting psychological satisfaction. The		5 5	

		<p>organisation which is called informal organisational structure.</p> <p>The informal organisational structure gets created automatically and the main purpose of such structure is getting psychological satisfaction. The existence of informal structure depends upon the formal structure because people working at different job positions interact with each other to form informal structure and the job positions are created in formal structure. So, if there is no formal structure, there will be no job position, there will be no people working at job positions and there will be no informal structure.</p>	<p>existence of informal structure depends upon the formal structure because people working at different job positions interact with each other to form informal structure</p>		
3	a)	<p>Max Weber, a German scientist, defines bureaucracy as a highly structured, formalized, and also an impersonal organization. He also instituted the belief that an organization must have a defined hierarchical structure and clear rules, regulations, and lines of authority which govern it.</p>	<p>Bureaucracy Red tapiesm</p>	<p>2 1</p>	20 M
	b)	<p>The main objective of management is to secure maximum outputs with minimum efforts & resources.</p> <p>Policies are general forms of standing plans that specifies the organisations response to a certain situation like the admission policy of an educational institution.</p> <p>Procedures describe steps to be followed in particular circumstances like the procedure for reporting progress in production.</p> <p>Methods provide the manner in which a task has to be performed.</p> <p>Rules are very clearly stated as to exactly what has to be done like reporting for work at a particular time. Single-use and standing plans are part of the operational planning process.</p>	<p>The main objective of management is to secure maximum outputs with minimum efforts & resources.</p> <p>steps to be followed</p> <p>provide the manner in which a task has to be performed</p> <p>Rules are very clearly stated</p>	<p>3 2 2 1</p>	
	c)	<p>Formal organization originates from the set organizational structure and informal organization originates from formal organization. For an efficient organization, both formal and informal organizations are required. They are the two phase of a same concern.</p> <p>Formal organization can work independently. But informal</p>	<p>originates from the set organizational structure</p> <p>When several people work together for achievement of</p>	<p>5 5</p>	

			<p>organization depends totally upon the formal organization.</p> <p>Formal and informal organization helps in bringing efficient working organization and smoothness in a concern. Within the formal organization, the members undertake the assigned duties in co-operation with each other. They interact and communicate amongst themselves. Therefore, both formal and informal organizations are important.</p>	<p>organizational goals, social tie ups tends to built and therefore informal organization helps to secure co-operation by which goals can be achieved smooth.</p>		
B	4	<p>a)</p> <p>b)</p>	<p>Line organization as heads of each department by the manager</p> <p>Staff organization by the management</p> <p>Yes, it creates as staff officer does not have authority</p>	<p>Head of department</p> <p>Yes</p>	<p>5</p> <p>5</p>	<p>10 M</p>