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❖ **Department = BS Software Engineering (SE)**

❖ **Paper = Principles of Management**

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❖ **Examination: Midterm Assignment**

Q1: Carefully read the statements and choose the correct answer. (10)

1. Superior-Subordinate relationship on the basis of personal likes,dislikes, attitudes and prejudices results in_____.
   a) Formal Organization
   b) Informal Organization
   c) No Organization
   d) None of the Above

   Answer No 1: Informal Organization

2. No smoking in the factory' is an example of_____.
   a) Policy
   b) Procedure
   c) Rule
   d) Strategy

   Answer No 2: Policy

3. In order to communicate, motivate and delegate a manager must have_____.
   a) Interpersonal Skills
   b) Technical Skills
   c) Conceptual Skills
   d) Political Skills
   Answer No 3: Interpersonal Skills

4. Studying the future and arranging the means for dealing with it is part of the process of
   a) organizing
   b) commanding
   c) controlling
   d) planning

   Answer No 4: **Planning**

5. Which part of the management process includes measuring results, comparing results to expectations, and taking corrective action to bring results in to line?
   a) planning
   b) organizing
   c) leading
   d) controlling

   Answer No 5: **Controlling**

6. Economic uncertainty, regulatory requirements, and new competitors are examples of what type of factors that affect managers?
   a) intrapersonal factors
   b) internal factors
   c) interpersonal factors
   d) external factors

   Answer No 6: **External factors**

7. The ability of a manager to interface and work effectively with individuals and groups is descriptive of what type of managerial skill?
   a) technical
   b) administrative
   c) interpersonal
   d) organizational

   Answer No 7: **Interpersonal**

8. Which management principle states that each individual should report to only one boss in order to avoid conflict and/ or confusion?
   a) division of command
   b) chain of command
   c) unity of direction
   d) unity of command

   Answer No 8: __chain of command__

9. Which level of management is responsible for implementing programs that are intended to carry out the broader objectives of an organization set by executives?
   a) supervisory managers
   b) middle managers
   c) first level managers
   d) chief financial managers

   Answer No 9: __First level managers__

10. Which of the following characterize a manager as being effective?
   a) They use a minimum amount of resources for the amount of outputs produced.
   b) They devote a large amount of time to planning.
   c) They achieve their goals.
   d) They interview, select, and train people who are most suitable to fill open jobs.

   Answer No 10: __They use a minimum amount of resources for the amount of outputs produced.__

Q2: Carefully read the senarios and identify the PRINCIPLES OF MANAGEMENT.
(20)

Q 1: Ali a commerce student visited a hospital, He observed that in hospital to treat different types of disease there is a separate department and each department is lead by dean of that respective department who is expert in that particular field having knowledge, training and experience of that particular area only, He could relate it to one of the principle of management, IDENTIFY.

ANSWER NO 1: Division of work.

Q 2: Sana a sales manager has to negotiate a deal with a buyer, she finds that if she can offer a credit period of 60 days she is likely to clinch the deal which is supposed to fetch the company a net margin of Rs 100,000, Now the company gives power to the manager to offer a credit period of 40 days due to which she could not get the deal, IDENTIFY the principles of management violated above.

ANSWER NO 2: Authority and Responsibility.

Q 3 In the company, Management and labor union entered into an agreement whereby workers have agreed to put in extra hours without any additional payment to revive the company out of loss. In return the management has promised to increase the wages of the workers when this mission is accomplished but afterwards management refused to fulfill its commitment. IDENTIFY the principles of management violated by the management of the company.

ANSWER NO 3: Discipline.
  a) **According to Fayol , " Discipline means sincerity , obedience, respect of authority and observance of rule and regulations enterprise.**
  b) **This principle applies that subordinate should respect their superiors and obey their order.**
  c) **It is an important requisite for smooth running of the enterprise.**
  d) **Discipline can be enforced if.**
     - **There are good superiors at all levels.**
     - **There are clear and fair agreements with workers.**
     - **Sanctions (Punishments) are judiciously applied.**

Q 4: Ahmad a sales person is asked to clinch a deal with a buyer and is allowed to give 10% discount by Marketing Manager. But finance department tells him not to offer more than 5 % discount, due to which ahmad is confused. Which principle of management is violated? IDENTIFY.

ANSWER NO 4: **Unity of command.**
Meaning: It implies that a subordinate should receive orders and instruction from only one boss.
Nature: It is related to the to the function of personal's.
Necessity: It is necessary for fixing responsibility of each subordinates .
Advantage: It avoids conflict, confusion and chaos.
Result: It leads to belter superior subordinate relationship.

Q 5: A Toyota industry is engaged in manufacturing cars and motorbikes.it has two separate departments for both the products. Each department has its own incharge, plans and executive resources, which leads to focused efforts of all the employees. IDENTIFY the principle of management followed by Toyota industries

ANSWER NO 5: Unity of Direction.
Meaning: It means one head, one plan for a group of activities having similar objectives.
Nature:
It is related to the functioning of departments or organization as a whole.
Necessity:
It is necessary for sound organization.
Advantage:
It avoids duplication of efforts and wastage of resources.
Result:
It leads to smooth running if the enterprise.