



**Department of Electrical Engineering
Engineering Management and Economics**

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QUESTION 1:

MCQ's:

Answers:

1. Engineering management is science and art.
2. Training
3. Learning to work through others
4. Top management
5. Planning
6. Organising
7. Controlling
8. Top management

9. Interpersonal skill

10. Efficient

11. Effective

QUESTION 2: (A)

Answer: Manager main role is to achieve tasks through others, they have to complete their tasks within the resources available (time finance, human). Their jobs are complex and multidimensional for which they require different skills which are as follows,

a). Interpersonal skills:

Interpersonal skills are the behaviors and tactics a person uses to interact with others effectively. In the business world, the term refers to an employee's ability to work well with others. Interpersonal skills range from communication and listening to attitude and deportment.

b). Communication skills:

Communication skills are abilities you use when giving and receiving different kinds of information. Some examples include communicating ideas, feelings or what's happening around you. Communication skills involve listening, speaking, observing and empathizing. It is also helpful to understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications, like email and social media.

c). Conflict management skills:

As we have established, the aim for professionals should not be to avoid conflict, but to resolve it in an effective manner. Communicating clearly, empathetically, and patiently leads to favorable outcomes and keeps professional relationships strong.

d). Leadership skills:

Leadership skills are skills you use when organizing other people to reach a shared goal. Whether you're in a management position or leading a project, leadership skills require you to motivate others to complete a series of tasks, often according to a schedule. Leadership is not just one skill but rather a combination of several different skills working together

e). Efficiency and Effectiveness:

Efficiency and Effectiveness are the two words which are most commonly juxtaposed by the people; they are used in place of each other, however they are different.

QUESTION 2: (B)

Answer:

AUTHORITY: Formal and legitimate right of a manager to make decisions, issue orders, and to allocate resources to achieve organizationally desired outcomes.

Characteristics of Authority:

- I. It is legitimate right to command and control subordinates.
- II. Authority is granted to achieve the predetermined goal of the enterprise.
- III. Authority is right to direct others to get things done.
- IV. Authority is delegated downwards.

QUESTION 3: (A)

Answer:

PROJECT: A project is a temporary group activity designed to produce a unique product, service or result.

A complex nonroutine, one time effort limited by time, budget, resources and performance specifications designed to meet customer needs.

Major Characteristics of a project;

- i. Has an established objective
- ii. Has a defined life span with a beginning and an end.
- iii. Typically requires across the organizational participation.
- iv. Involves doing something never been done before.
- v. Has specific time, cost, and performance requirements.

Characteristics of a project:

Time Frame

Pre-Planned

Uniqueness

Set of Requirements

Result Oriented

QUESTION 3: (B)

Answer:

