

Bangladesh Open University
PGDM Program
Semester: 171 (1st Level)

Principles of Management

Due date: 29, 2017

(Give answer in Bengali - A4 size white paper - Handwritten)

- 1| (K) Management-ke kono shobho? Management-er shobho Avtj vPbv Ki ab |
 (L) Management-er kono shobho? Management-er shobho Avtj vPbv Ki ab |
 (M) Management-er shobho? Management-er shobho Avtj vPbv Ki ab |
- 2| (K) Management-er shobho? Management-er shobho Avtj vPbv Ki ab |
 (L) Management-er shobho? Management-er shobho Avtj vPbv Ki ab |
- 3| (K) Management-er shobho? Management-er shobho Avtj vPbv Ki ab |
 (L) Management-er shobho? Management-er shobho Avtj vPbv Ki ab |
 (M) Management-er shobho? Management-er shobho Avtj vPbv Ki ab |

ENGLISH VERSION

Due on: December 29, 2017

(Assignment script is to be presented in the student's own handwriting and A4 size white paper)

1. (a) What is management? Describe the characteristic of management.
 (b) Describe the functions of management.
 (c) Is management science or Art? Discuss.
2. (a) What is scientific management?
 (b) Who is the father of scientific management? Discuss his contribution.
3. (a) What is planning? Describe the types of planning.
 (b) Discuss the steps of planning.
 (c) What is decision making? Discuss the process of decision making.

Note: Submit your assignment to the Coordinator of the Study Center you are attached with.

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Principles of Management

Due date: January 26, 2018

(Assignment - Principles of Management - A4 size white paper)

- 1) (K) Organization? Discuss the types of organization.
(L) What is departmentation? Discuss the methods of departmentation.
(M) What is delegation of authority? Describe the principles of delegation of authority.
- 2) (K) What is direction? Discuss the nature and characteristics of direction.
(L) Describe the various methods of direction.
- 3) (K) What is leadership? Discuss the qualities of leadership.
(L) What is motivation? Describe the cycle of motivation.
- 4) (K) What is controlling? Discuss the importance of controlling.
(L) Describe the steps of controlling.

ENGLISH VERSION

Due on: January 26, 2018

(Assignment script is to be presented in the student's own handwriting and A4 size white paper)

1. (a) What is organization? Discuss the types of organization.
(b) What is departmentation? Discuss the methods of departmentation.
(c) What is delegation of authority? Describe the principles of delegation of authority.
2. (a) What is direction? Discuss the nature and characteristics of direction.
(b) Describe the various methods of direction.
3. (a) What is leadership? Discuss the qualities of leadership.
(b) What is motivation? Describe the cycle of motivation.
4. (a) What is controlling? Discuss the importance of controlling.
(b) Describe the steps of controlling.

Note: Submit your assignment to the Coordinator of the Study Center you are attached with.