

تمام کلاسز کی حل شدہ مشقیں MrPakistani ویب سائٹ سے فری ڈاؤن لوڈ کریں۔

Allama Iqbal Open University Solved Assignments Spring 2026

Course Code:	1427 Code
Course Name:	Principles of Management
Class:	BA/B.Com/ADC
Total Credit Hours	3
Total Assignments	2

گھر بیٹھے حل شدہ مشقیں، گیس پیپرز، کتابیں اور خلاصے حاصل کرنے کے لیے رابطہ کریں واٹس ایپ نمبر: 03036940016

نوٹ: ہم طلبہ کے لیے جامع اور معیاری تعلیمی خدمات فراہم کرتے ہیں۔ ہماری خدمات میں علامہ اقبال اوپن یونیورسٹی کے حل شدہ اسائنمنٹس، گیس پیپرز، سابقہ پرچے، تازہ ملازمتوں کی معلومات، آن لائن سی وی تیار کرنا، ملازمت کے لیے درخواست دینا، یونیورسٹی داخلوں میں رہنمائی اور درخواست جمع کروانا شامل ہیں۔ اس کے علاوہ یونیورسٹی سے متعلق طلبہ کے ہر قسم کے تعلیمی اور رہنمائی کے کام میں مکمل تعاون فراہم کیا جاتا ہے تاکہ طلبہ کو ایک ہی جگہ پر تمام ضروری سہولیات میسر آسکیں۔



واٹس ایپ گروپ جوائن کرنے کے لیے سامنے دیے گئے لنک پر کلک کریں۔



واٹس ایپ چینل جوائن کرنے کے لیے سامنے دیے گئے لنک پر کلک کریں۔



یونیورسٹی کی تمام معلومات حاصل کرنے کے لیے ہمارا واٹس ایپ گروپ جوائن کریں۔

Assignment 1

Q.1 Define management and explain its four functions, with the rewards and challenges of being a manager.

Definition of Management

Management is defined as a process of integrating and coordinating activities to achieve organizational goals efficiently and effectively. It involves knowing exactly what you want people to do and ensuring it is done in the best and cheapest way. As a continuous process, it sequences activities and establishes coordination to achieve set targets. Efficiency refers to the best use of resources with minimum wastage, while effectiveness means attaining set goals by doing the right things.

Four Functions of Management

1. **Planning:** This is the initial pillar of a business. It involves setting goals and establishing plans to accomplish those goals. Planning gives a clear direction to follow and involves devising strategies and mapping necessary activities to achieve the desired outcome.
2. **Organizing:** This is the process of arranging and allocating resources to implement the plans. It includes defining tasks, prioritizing activities, defining employee roles, combining tasks to define jobs, grouping departments, and allocating resources. Proper organization increases the likelihood of business success.
3. **Leading:** Every organization is a collection of people working together. Leading is the process of influencing the behavior of people to get work done. It involves energizing employees through motivation, providing a good working environment, and inspiring them to achieve organizational goals.
4. **Controlling:** Once goals are set, plans are devised, resources are organized, and people are motivated, control assesses whether the organization is achieving what it intended. Controlling is the process of monitoring activities and measuring performance to compare it with set targets. It is a continuous process that allows management to take corrective actions.

Rewards and Challenges of Being a Manager

- **Rewards:** Managers are rewarded when they contribute to an increase in a business's profits. Success as a manager brings recognition, financial compensation, and the satisfaction of seeing the organization succeed due to their abilities.
- **Challenges:** Being a manager carries a very big responsibility, as the success or failure of an organization depends on their ability to manage their roles. There are many examples of managers



Universality of Management

Universality means that every organization, regardless of its nature, needs strong management to fulfill its goals within available resources. Management is the core of success for any entity, no matter if it is:

- A profit-oriented or non-profit organization.
- A small, medium, or large organization.
- A public or private organization.
- An organization in the service or manufacturing sector.

Every organization has limited resources to pursue a goal, and management is the process that integrates and coordinates activities to achieve those goals efficiently and effectively. This need for management is universal across all organizations.

Universality in the Context of Modern Era Concepts

The universal need for management has become even more critical in the modern era due to several evolving concepts:

1. **Dynamic Environment:** The modern business world is dynamic, with increased uncertainty and risk. This reinforces the universal need for management to sense changes in the external environment and apply contingency approaches (adopting methods that fit the situation) to navigate challenges.
2. **4th Generation Industrial Revolution:** This revolution involves advanced technologies like artificial intelligence, cloud computing, robotics, 3D printing, and advanced wireless technologies. The universal function of management is now required to plan for, organize around, and control these new technologies to achieve organizational goals.
3. **Globalization and Diversity:** Modern organizations compete not just locally but in international and global markets. Management is universally required to deal with cross-cultural issues, workforce diversity, and global scanning to collect important information on global forces that may affect the organization.
4. **Innovation and Entrepreneurship:** Competition has pushed organizations to compete over innovation and development. The universal function of management now includes establishing an entrepreneurial culture that supports risk-taking, innovation, and attention to detail to take advantage of new opportunities.

Q.4 Explain why understanding the evolution of management theories matters to a manager.



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Understanding the evolution of management theories is crucial for a manager because it provides a historical perspective on how management practices have developed to address workplace challenges. This knowledge allows a manager to learn from past successes and failures and apply the most effective techniques to current situations. The evolution from classical to contemporary approaches shows that there is no single "best way" to manage; rather, the best approach depends on the situation. Key reasons for its importance include:

1. **Learning from Historical Context:** From building the Egyptian Pyramids and the Great Wall of China to the Industrial Revolution, history shows that planning, organizing, and leading large-scale projects have always been challenges. A manager who understands this history learns that the core functions of management are timeless.
2. **Avoiding Past Mistakes:** Early approaches like Scientific Management (Taylor) focused on the "one best way" to do a job but treated workers almost like machines. The Behavioral Approach (Hawthorne Studies) later proved that social aspects like teamwork, autonomy, and group relations significantly impact productivity. A manager who knows this will avoid treating employees merely as resources and will instead focus on human relations.
3. **Choosing the Right Approach for the Right Situation:** The evolution shows a progression from Classical (efficiency-focused) to Behavioral (people-focused) to Quantitative (data-focused) to Contemporary (system and contingency approaches). A modern manager uses the Contingency Approach, which states that no single approach is universally best. By understanding all theories, a manager can sense the situation and apply the approach or combination of approaches that will produce the most effective results.
4. **Understanding Modern Workplace Dynamics:** The evolution of management explains why modern organizations have shifted from mechanistic (rigid, formal, centralized) to organic (flexible, team-based, decentralized) structures. A manager who understands this evolution knows why employee empowerment, open communication, and cross-functional teams are important for innovation and success in today's dynamic business world.

Q.5 Discuss what work specialization means and why organizations implement it.

Meaning of Work Specialization

Work specialization, also known as division of labor, is the degree to which work and tasks are broken down into various specific jobs. It is a concept derived from the early contributors to management, such as Adam Smith, who argued that the division of labor on the basis of expertise would enhance an organization's productivity.

In practice, work specialization means that a job or task is broken into small tasks or activities and divided amongst the workforce. A job is defined as a set of related activities performed to achieve



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