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Answer to the question no-1

Management :- management is the coordination and administration of tasks to achieve a goal. Such administrative activities include setting the organization's strategy and coordinating the efforts of staff to the accomplish these objectives through the application of available resources. Management can also refer to the hierarchy structure of staff members within an organization.

The different nature of management and explain them these are given below:- The nature of management is not a simple aspect it has various parameters of its own. The organization is been working on these parameters to achieve their predetermined goals.

① Multi Disciplinary :- management is basically multi disciplinary. This implies that management has developed from different for disciplines like physiology, sociology, etc. Management integrates knowledge, idea and concepts from the above discipline and present a newer concept that can be put into practice for managing the operation. According to sociology human

element plays a very important role in the organization.

(ii) Dynamic nature of Principle :- management has certain principles that are based on practical evidence however these principles are flexible in nature and change according to the changes in the environment.

(iii) Relative not absolute principle :- management principle is relative but not outdated means these are applied according to the need to an organization. Each organization may be different from others in a variety of aspects including the age of the organization, place, society, and cultural factors.

(iv) management science and art :- still there are controversies about whether management is science or art, however management is both science and art.

(v) management as a profession :- management has been regarded as a profession while many have suggested that it has not achieved the status of the profession.

(vi) The universality of management :- management is a universal phenomenon. However, the management principle is not universally applicable but is to be

modified according to the needs of the situation. The nature of management suggested that it is a multidisciplinary phenomenon its principles are flexible relative and absolute.

(vii) Group Activity :- The groups in an organization work together also the members in different groups work in a system, they belong to different backgrounds culture and they have different aspirations to work even without any difference issue they need to adopt the management.

(viii) Continuous Process :- management is an ongoing process which is required in every facet of an organization to function good, be it production system, human resource, finance or marketing.

Hence, the nature of management includes lot of many things so it's very important for the management.

Answer to the question no-2

Management is a science justify this statement there are given below:- management is a science because of several reasons it has universally accepted principles, it has cause and effect relationships etc. and at the same time, it is art because it requires perfection through practice, practical knowledge, creativity, personal skills etc.

it is considered a science because it has an organized body of knowledge which contains certain universal truths. it is called an art because managing requires certain skills which are personal possession of managers. Science provides knowledge and art deals with the application of knowledge and skills.

A manager to be successful in his profession must acquire the knowledge of science and the art applying it. Therefore management is a judicious blend of science as well as an art because it proves the principles and the way these principles are applied is a matter of art science teaches to know and art teaches to do. A person cannot become a good singer unless he has

Knowledge about various stages and he also applies his personal skill in the art of singing. The same way it is not sufficient for a manager to first know the principles, he must also apply them in solving various managerial problems that is why science and art are not mutually exclusive but they are complementary to each other. Any branch of knowledge to be considered a science should

fulfill the following conditions:-

- (i) the existence of systematic body of knowledge encompassing a wide array of principles.
- (ii) principles have to be evolved on the basis of constant enquiry and examination.
- (iii) principles must explain a phenomenon by establishing cause-effect relationship.
- (iv) the principles should be amenable for a verification in order to ensure accuracy and universal applicability.

Thus, the importance of personal judgment cannot be undermined in the application of principles. Though management considering its subject matter and practical utility may be considered as science for reason discussed below, it cannot be viewed

and an exact science. in other words, it is a science, but an inexact science because :-

- (i) Firstly, management by definition involves getting the things done through people. compared to the other inputs, people who constitute the human resource of any organization are unique in respect of their aspirations, attitudes, perceptions and the like.
 - (ii) Secondly, the behavior of the human beings cannot be accurately predicted. Hence, ready-made and standard solutions cannot be prescribed.
 - (iii) Thirdly, management is more concerned with future which is complex and unpredictable. As the saying goes, many a slip between the cup and the lip, changes in the environment may affect the plans and render even the most well-drawn plans ineffective.
 - (iv) Lastly, since a business organization exists in an environment, it has two-way interaction with the environment. The organization influences the environment by its several decisions and in turn is influenced by the various by its several elements of the environment.
- So, many complexities and uncertainties render management an inexact science.

Answer to the question no-4

Short note:-

Manager

A manager is a professional who takes a leadership role in an organization and manages a team of employees. Often, the managers are responsible for managing a specific department in their company. There are many types of managers, but they usually have duties like conducting performance reviews and making decisions.

Management as an art

Short note:- A topic is frequently raised as to whether management is an art or not. Management can be viewed as an art because art means bringing of a preferred result by application of knowledge and skills. Thus, art is focused on the knowledge of how specific task can be completed. That is, art has to do with making use of knowledge or science or expertness in the performance. At the same time, sufficient thought on individuals associated with the managerial action is important and adds to the concept of the art of managing.

Middle level management

Short note:- Middle level management refers to managers who are below the top level of management, and who are responsible for controlling and running an organization rather than making decisions about how it operates.

Supervisory management

Short note:- Supervisory management is the act of overseeing teams of employees and guiding daily operations in a business. A supervisory or manager is the company's connection between the employees and executive team of the business. A good manager can help employees feel more confident in their work and improve communication between employees and upper management.

Communication

Short note:- Communication is a process that involves sending and receiving messages to through the verbal and non-verbal methods. Communication is a two-way means of communicating information in the form of thoughts, opinions, and ideas between two or more individuals with the purpose of building an understanding.

Answer to the question no-5

Different levels of management these are given below:- management levels are the divisions between degrees of authority and responsibility in a company. The typical management level are:-

- (i) Top-level management.
- (ii) mid-level management.
- (iii) first-line management.

These levels determine the duties of various manager positions, including who they report to and who reports to them. Each management level focuses on different aspects of a company's growth, success and employee satisfaction.

There are ~~three~~ main levels of management that include many types of managerial positions. Here's a look at the details for each level of management, plus their duties and common job titles:-

- (i) Top-level management :- Top-level, or administrative, managers oversee the direction of an entire company. These managers are confident that the company is meeting its long term goals and growing at a steady pace. Their primary goals are typically

to create a successful company that maximizes profit and has an excellent reputation.

The primary duties of top-level managers involve developing business plans, setting goals and keeping contact with external business. Some common roles in top level management

are:-

- (i) Chief executive officer.
- (ii) Chief operating officer.
- (iii) Chief financial officer.
- (iv) President.
- (v) vice president.
- (vi) Board of directors.

(ii) Mid-level management: Mid-level management, sometimes called executive managers, execute the plans of top-level management and direct first-line managers and other employees. They are the connection between the administrative level and everyone else and these managers often take information from top-level managers to discuss or teach to employees. Typical duties include executing top-level plans, guiding first-line managers with advice and completing group performance evaluations.

Jobs available in mid-level management

include:-

- (i) General manager,
- (ii) Branch manager.
- (iii) Department manager.
- (iv) Regional manager.
- (v) Plant manager.
- (vi) Division manager.

(vii) First-line management :- First-line, or

supervisory, managers report to mid-level managers and support the smallest divisions of a company, like sections within a branch or a specific group of employees. They are managers interpret instructions from mid-level managers to help them direct their teams successfully and contribute to the growth of company. First-line managers also listen to employee concerns and discuss them with mid-level management who may be take the concerns to top-level management.

A few job titles for a first-line management are:-

- (i) Supervisor.
- (ii) Section lead.
- (iii) Team lead.
- (iv) Fore Person.
- (v) Floor manager.
- (vi) Area coordinator.

So, it's the different levels of management.

Answer to the question no-7

Managerial Roles of an organization there are given below:- Henry Mintzberg, a contemporary management thinker has done lot of research on the various roles performed by a manager. A role, according to him, is an organized set of behaviors belonging to an identifiable office or position just as characters in a play have specific roles, managers also play different roles. He classified roles, them under three broad categories, interpersonal roles, informational roles, and decisional roles. The ten roles by category with example of each.

Role	Description	Identifiable activities from the study of chief executives
Figure head	Symbolic head; obligated to perform routine duties of a legal or social nature.	Ceremony, status requests, solicitations.
Leader	Responsible for the motivation and activation of subordinates, responsible for staffing, training and associative duties.	Virtually all managerial activities involve subordinates.
Liaison	Creates and maintains network of outside contacts. The liaison role involves interface activities with environmental	Acknowledgement of mail, authorizing communication with external world.

Monitor	Seeks and receives wide variety of special information from different sources, thorough understanding of organization and environment emerges as nerve centre of internal and external information of the organization	All activities concerned primarily with receiving and processing information.
Disseminator	Transmits information received from both within and outside the organization to members of the organization some information factual some involving interpretation and integration of diverse value positions of organizational influencers.	Forwarding mail for informational purposes, verbal contacts involving information flow to subordinates review sessions instant communication.
Spokesman	transmits information to stake holders about external environment and organizations Plans Policies actions, results etc	board meetings handling contacts involving transmission of information to outsiders
Entrepreneur	Scavenges the environment for opportunities and initiates action to bring about change supervises design of strategy and review sessions to involving initiation or improvement of projects.	

Disturbance handler	Responsible for corrective action when organization faces unexpected to disturbances and turbulence	Strategy and review sessions involving to disturbances and crises.
Resource allocator	Responsible for the allocation of organizational resources of all kinds, making or approval of all significant organizational decisions.	Scheduling requests for authorization and activities involving budgeting and the programming of subordinates work.
Negotiator	Responsible for representing the organizations at major negotiations.	Negotiation.