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**COURSE TITLE : Introduction to  
Management**

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Ans: to the a.n (1)

① Leadership styles refer to the various ways in which a leader interacts with and influences their followers or team members. There are several leadership styles, some of which include:

\* Autocratic leadership style:

In this style, the leader takes complete control and makes decisions without seeking input or leader uses their authority and power to direct and manage the team.

\* Democratic leadership style:

Here, the leader encourages

Team members to participate in decision-making by providing opportunities for them to share ideas and suggestions. The leader acts as a facilitator, guiding the team towards consensus.

### \* Laissez-faire leadership style:

This type of leader provides minimal guidance and allows team members to make their decisions independently. This style of leadership is best suited for highly skilled and self-motivated team members.

\* Transformational leadership style: Transformational leaders inspire and motivate their  
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team members by setting high expectations and helping them achieve their goals. They provide coaching, support, and feedback to help their team members grow and develop.

\* Transactional leadership style:

This type of leadership style focuses on providing rewards and punishments based on performance. The leader sets clear goals and expectations, and team members receive incentives for meeting or exceeding them.

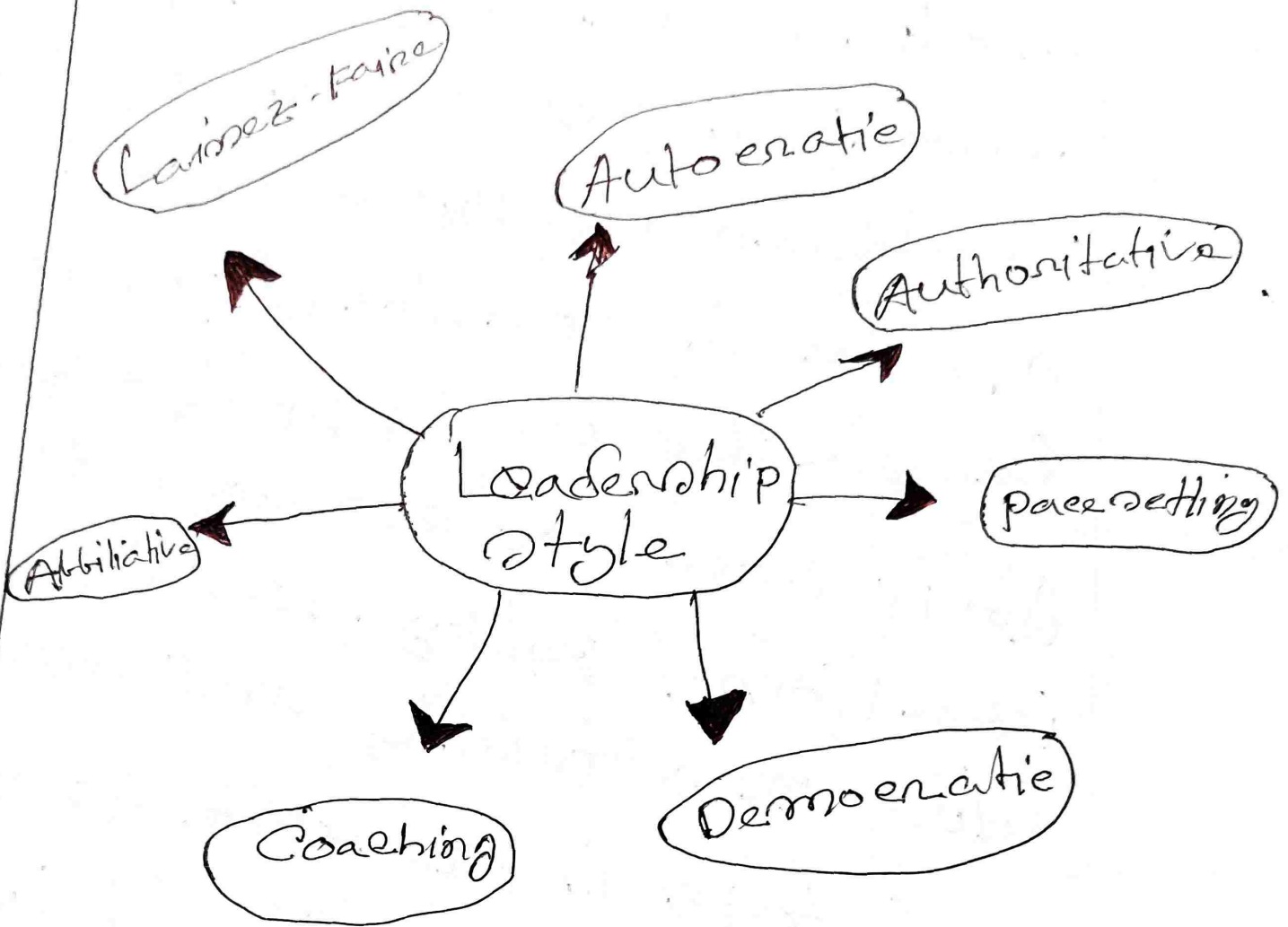
In conclusion, choosing the right leadership style depends on various factors such as the type of task, team members' skills, and situation. Leaders should be adaptable and capable of using a variety of styles to fit different circumstances.

### \* Bureaucratic Leadership:

Bureaucratic leadership is a type of leadership characterized by the use of rules, regulations, and procedures. It is a style of leadership that is highly structured and follows a strict hierarchy. Leaders in this style are often seen as being very organized and efficient, but they may also be seen as being inflexible and rigid. Rules are set on how work should be done, and there is no room for flexibility. This style is often used in large organizations where there are many employees and a lot of work to be done.

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should be done, and bureaucratic leaders ensure that team members follow these procedures meticulously. Input from employees is considered by the leader. However, if it is rejected if it does not conform to organizational policy, new ideas not blow in a trickle, and a lot of red tape is present. Another characteristic is a hierarchical authority structure implying that power flows from top to bottom and is assigned to hierarchical titles. Bureaucratic leadership is often associated with large,



non function of leadership

\* (1) The leader

\* (2) The leader

\* (3) The situation.

\* (4) The communication.

Ans: to the q. no (2)2. causes of stress

Many things can cause stress. You might feel stressed because of one big event or situation in your life. Or it might be a build up of lots of smaller things. This might make it harder for you to identify what's making you feel stressed or to explain it to other people.

- \* Feel under lots of pressure,
- \* Face big changes in your life.

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- \* Are worried about something
- \* Don't have much or any control over the outcome of a situation.
- \* Have responsibilities that you find overwhelming
- \* Don't have enough work activities or change in your life
- \* Experience discrimination, hate or abuse
- \* Are going through a period of uncertainty.

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How stressed you feel in different situations may depend on factors like,

- \* How comfortable you feel in certain types of situation
- \* What else you are going through at the time.
- \* Your past experiences, and how these affect the way you feel about yourself.
- \* The resources you have available to you, such as time and money.
- \* The amount of support you have from other people

Some situations that  
 don't bother you at all might  
 cause someone else a lot  
 of stress. This is because  
 we are all influenced by  
 different experiences. We also  
 have different levels of  
 support and ways of coping.  
 Certain events might also  
 make you feel stressed  
 sometimes, but not every  
 time.

For example: If you go shopping  
 for food with no time  
 and money, you might  
 feel stressed.

feel stressed.

Kind of situations can cause

Stress:

Personal: \* Illness or injury

\* pregnancy and becoming a parent  
\* infertility and problems having children.

\* Bereavement

\* experiencing abuse.

Friends and family:

\* Getting married or civil partner-  
ered

\* Going through a break-up or  
getting divorced.

\* Difficult relationships with  
parents.

## Employment and study

- \* Losing your job
- \* Long term unemployment
- \* Retiring
- \* Exams and deadlines.
- \* Difficult situations or colleagues at work.

## Housing

- \* Housing problem such as poor
- \* Moving house.
- \* problems with neighbours

## Money

- \* worries about money or benefits.
- \* Living in poverty.

## Social factors

- \* Having poor access to services such as medical care.
- \* Living through a stressful

Ans: to the ans 3/

3) characteristics of Decision making

Decision making is the actual selection among alternatives to a course of action. It is the core of Planning. The main function in the process of Decision making is the identification of the problem, which exists in an organization:

① Rationality: Decision making is a rational process based on logical and objective analysis.

② Subjectivity: Decision making is based on subjective factors such as personal bias.

preferences, experiences, and values.

④ Complexity: Decision making often involves complex issues, multiple alternatives, and uncertain outcomes.

⑤ Time pressure: Decision making often takes place under time pressure, especially in situations where the outcome is critical.

⑥ Information gathering:

Decision making involves gathering and analyzing information from various sources to make informed choices.

Learn various sources to make informed decisions.

⑥ creativity: Decision making often requires creative thinking to generate new alternatives and solve problems.

⑦ stakeholder involvement:  
In most cases, decision making involves collaboration and communication with stakeholders to gain support and input.

⑧ consequences: Decision making has consequences, both positive and negative, which must be considered when making choices.



(9) Risk: Decision making may involve Risk and it is important to assess and manage the risks involved in making certain decisions.

(10) Flexibility: Decision making requires flexibility and adaptability to change course if necessary given new information or changing circumstances.

(11) Mental and Intellectual: Decision making is a mental and intellectual process because whatever decisions we take, they are based on logical deliberation to minimize

them more rational.

### (12) It is process:

Decision making is a process to find out the solution to any problem or how the achievement or a specific result. Problems are well analyzed during the course of decision making. Factors are obtained and analyzed and alternative solutions are developed and the best possible alternative is selected and in the end the decision is taken and implemented.

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### 13/12 is the Last Process

Decision making is the last stage of the planning process because the result of the work is decided & committed.

This result is derived after detailed logical deliberations about various possible alternatives that is why decision making which is the last process, is the conclusion of the intellectual analysis, discussions, deliberations, comparative and analytic study of the alternative.

## Ans: to the Q. no 4)

4) The multi-dimensional stressors that infects an individual has been projected in the following way:

Stress can affect person in various ways and can be explained through different dimensions, including.

### \* Physical Dimension:

This refers to the physical symptoms that arise due to stress such as headaches, muscle tension, fatigue, and gastro

intestinal disorders.

### \* Emotional Dimension:

The emotional dimension observes involves the feelings of anxiety, depression, anger, frustration and irritability that a person may experience.

### \* Cognitive Dimension:

This dimension of stress involves the impact on cognitive functioning such as difficulty in concentrating, forgetfulness and negative thoughts.

## \* Behavioral Dimension:

The behavioral dimension of stress involves the change in behavioral that a person may undergo, such as change in eating habits, sleep patterns, and substance abuse.

## \* Interpersonal Dimension:

This dimension of stress refers to the effect of stress on a person's interpersonal relationships, such as marital conflicts, social isolation, and difficulties in maintaining relationships.

## \* Environmental Dimensions:

The environmental dimension of stress includes the impact of environmental factors such as noise pollution, over crowding, and lack of privacy, which can lead to stress in a personal life.

All of these dimensions can have a far reaching impact on an individual's physical, emotional and mental well-being highlighting the need for effective methods of stress management.

## \* Cognitive Dimensions

The cognitive dimension of stress has to do with our thinking and thought processes. If our stress level is elevated and remains unchecked, concentration, focus, organization, and clarity of thought can be compromised. Elevated stress levels can also affect ability to remember important details, and to listen to others. Time management



and organization can all suffer in the cognitive realm when stress increases.

### \* Affective Dimensions:

Likewise, at the affective level, one's emotions can be affected by stress. Irritability, rapid mood swings, unproductive anger, and sadness will accentuated by increase of stress levels.

## Ans<sup>o</sup> to the Q.N. ⑤

### ⑤ Five ethical standards

Ethical decision making is an unavoidable part in a lot of aspects, be it education, medical, or social. When there are one decisions that have an ethical dimension, there will be one decisions that have an ethical dimension, there will require ethical decision making. It is important to arrive at ethical decisions that will benefit the people involved.

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## 1) Respect for autonomy

Individuals have the right to make their own decisions and have control over their own lives. Healthcare professionals must respect and support patients' decisions, even if they disagree with them.

## 2) Beneficence

Healthcare professionals must strive to do good and promote the well-being of their patients. They must act in the best interests of their patients and avoid harm.

### ③ non-maleficence

Healthcare professionals must not cause harm to their patients. They must take steps to prevent harm and if harm does occur, they must take steps to minimize the harm.

④ Justice: All patients should be treated equally and receive the same level of emergency care, regardless of their race, gender, religion, or socioeconomic status.

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## ⑤ Confidentiality

Healthcare professionals must protect the privacy and confidentiality of their patients. They should not share patient information without their explicit consent, except in cases where there is a legal or ethical obligation to do so. During ethical decision making, one should strive to cause as little damage as possible and is referred to as the principle

## Ethical Decision making

### process:

When considering how to make ethical decisions, there are some standard steps in ethical decision making, which are called the ethical decision making process, and will be introduced as follows. It is important to follow these steps in ethical decision making in their intended order so that one can make the best possible decision

from the given context or situation.

Identifying Ethical Dimensions

This is the first step in the decision making. Identifying ethical dimensions relevant to understanding whether the problem on hand requires an ethical analysis or not.

Example: If one is deciding whether they should put a snack in the office or not, it is not an issue with ethical.