

Principles of Management (MGT503)

Assignment No. 1

Marks: 10

ABC is a manufacturing organization that produces spare parts for personal vehicles and supplies it to top brands of automobiles in Pakistan. The manufacturing units of the organization have been divided into different sections depending on the type of spare part and its technical specifications. One of its sections is making spare parts for 1300 CC engine and have top quality technicians named Amir, Bilawal and Babar. They have excellent expertise in their field and make spare parts near to perfection. They all report to **Mr. Ahmed** who not only supervise them but also motivate them to learn more and resolve their disputes if arises. Mr. Ahmed checks the quality of all parts himself and take corrective actions where required. One of his colleagues, **Mr. Hammad** takes care of manufacturing of plastic parts sections and has five technicians worked under him. Both of these supervisors share their experiences on regular basis to provide uniformed compensations to technicians. If anything goes wrong at production level they are responsible for that and management can ask explanation in this regard. Mr. Ahmed and Mr. Hammad are directly reporting to their department head **Mr. Bilal** who keeps a close eye on their supervisory role. Mr. Bilal provide them the necessary resources both in terms of human and financial to get the job done on timely basis. He also plays the role of a coordinator among all the sections that manufacture different types of spare parts. He is responsible for managing the performance of different sections and implement change where necessary. He is also responsible for implementing the overall organizational plans to achieve the organizational objectives. Mr. Bilal works under **Mr. Qasim** who is the managing director of the organization. To bring the economy of scope in the organization, Mr. Qasim is working on a new project that constitute of manufacturing spare parts for heavy vehicles that provide cargo services. For the purposes he is in contact with a couple of such organizations and will soon be in contract with them. He submitted his new proposal to board of directors so that final approval can be taken. Meanwhile, he is managing the plans of overall manufacturing of the organization and tries to bring new innovations into the manufacturing process so that majority of work can be automated and chances of errors can be reduced.

Assignment Questions:

Q. No. 1. Managers have three levels, Top managers, Middle managers and First-Line managers. On the basis of above mentioned information, define the managerial level of following employees. (4 Marks)

Mr. Ahmed

Mr. Hammad

Mr. Bilal

Mr. Qasim

Q. No. 2. Management has four functions, Planning, Organizing, Leading and Controlling. On the basis of above mentioned information, what functions, Mr. Ahmed is playing? (2 Marks)

Hint; A manager may perform more than one function.

Q. No. 3. Managers require three kinds of skills to perform their functions, Technical skills, Human skills and Conceptual skills. On the basis of above mentioned information, what kind of skills, Mr. Hammad and Mr. Qasim should possess? (4 Marks)

Hint; A manager may require more than one skill.

OTHER IMPORTANT INSTRUCTIONS:

24 hours extra / grace period after the due date is usually available to overcome uploading difficulties. This extra time should only be used to meet the emergencies and above mentioned due dates should always be treated as final to avoid any inconvenience.

DEADLINE:

- Make sure to upload the solution file before the due date on VULMS.
- Any submission made via email after the due date will not be accepted.

FORMATTING GUIDELINES:

- Use the font style “Times New Roman” or “Arial” and font size “12”.
- It is advised to compose your document in MS-Word format.
- You may also compose your assignment in Open Office format.
- Use black and blue font colors only.

RULES FOR MARKING:

Please note that your assignment will not be graded or graded as Zero (0), if:

- It is submitted after the due date.
- The file you uploaded does not open or is corrupt.
- It is in any format other than MS-Word or Open Office; e.g. Excel, PowerPoint, PDF etc.
- It is cheated or copied from other students, internet, books, journals etc.

Note related to load shedding: Please be proactive

Dear Students

As you know that **pre Mid-Term** semester activities have been started and load shedding problem is also prevailing in our country now a days. Keeping in view the fact, you all are advised to post your activities as early as possible without waiting for the due date.