



Department of Civil

Vision: “To impart quality technical education beneficial to industry and the society in the field of Civil Engineering.”

Mission:

- To arrange academic and technical expertise.
- To improve the practical knowledge of the student as per current scenario of industry.
- To make the students socially and ethically responsible.

Subject Name: Management

Assignment No :-1

Course Outcome: Use basic management principles to execute daily activities

Topic Name :-Introduction to Management concepts and Managerial skill

- 1.What is Management? Define Role and Importance of Management.
- 2.What is characteristics of Management?
- 3.Write a short Note on:-
 - a) Top Management and their functions
 - b) Middle Management and their functions
 - c)Lower Management and their functions
- 4.Define difference between Management and Organization
- 5.Explain Types of Organization. Define difference between Line organization and Functional organization

Date of Submission :-

Assign By :- Mrs.Rani Ghorpade



SARASWATI Education Society's
SARASWATI Institute of Technology
Learn Live Achieve and Contribute
Kharghar, Navi Mumbai - 410 210.

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Subject Name:Management Assignment No :-2

Course Outcome:Use principle of planning for accomplishment of tasks

Topic Name :- Planning and Organizing at Supervisory Level

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- 1.What are the Advantages of Planning by Supervisor?
 - 2.Define difference between Supervisory Planning and Managerial Planning
 - 3.How Supervisor can be Effective in Organizing Skills
 - 4.What is Advantages of Good Relations in a Group?
 - 5.Explain Matching human needs with Job needs.

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Subject Name: Management

Assignment No :-3

Course Outcome: Use principles of controlling for implementing the plans

Topic Name :- Directing and Controlling at Supervisory Level

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1. Define Completeness and Feasibilities of Instructions.
 2. What are the Needs/Requirements of Effective Direction by Supervisor.
 3. Explain Characteristics of Good Instructions.
 4. Write a short note on :-
 - a) Non-Quantitative Methods of Control (Quality)
 - b) Quantitative control techniques (Quantity)
 5. Explain Types of Supervisory Control

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Subject Name: Management

Assignment No :-4

Course Outcome: Apply principles of safety management in all activities

Topic Name :- Safety Management

1. Define Accident and Types of Industrial Accidents
2. What is Effect of Accidents?
3. Write Short Note On:-
 - a) Fire Hazards
 - b) Fire Drill
4. Explain Preventative Measures
5. What is Work Permits? Explain Types of Permits.

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Subject Name:Management **Assignment No :-**5

Course Outcome: Understands various provisions of industrial acts

Topic Name :- Legislative Acts

- 1.Explain the Indian Factory Act.
- 2.Explain the Industrial Disputes Act.
- 3.Define Workman’s Compensation Act in detail.
- 4.Why Industrial Acts are helpful for Employees?
- 5.Explain Minimum Wages Act.

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