

**MS-01**

**Management Programme (MP) /  
Master of Business Administration (Banking & Finance) (MPB)**

**ASSIGNMENT  
for  
January 2026 and July 2026 Sessions**

**(Last date of submission for January 2026 session is 30th April, 2026 and for July  
2026 sessions is 31st October, 2026)**

**MS – 1: Management Functions and Behaviour**



**School of Management Studies  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI – 110 068**

## ASSIGNMENT

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<b>Course Code</b>	<b>:</b>	<b>MS - 01</b>
<b>Course Title</b>	<b>:</b>	<b>Management Functions and Behaviour</b>
<b>Assignment Code</b>	<b>:</b>	<b>MS-01 /TMA/JAN/2026</b>
<b>Coverage</b>	<b>:</b>	<b>All Blocks</b>

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**Note:** Attempt all the questions and submit this assignment to the coordinator of your study centre.

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1. Explain the key tasks and responsibilities of a professional manager in an organisational setting, highlighting how these tasks vary across different managerial levels (top, middle, and lower). Illustrate your answer with suitable examples from any organisation you are familiar with.
2. Describe the steps involved in the managerial decision-making process and discuss two important decision-making techniques used by managers. How can Management by Objectives (MBO) support effective decision making and performance management in organisations?
3. Discuss the main antecedents (forces) of organisational change and briefly explain Kurt Lewin's three-step model of change. How can managers reduce resistance to change and build a supportive organisational climate during the change process?
4. Differentiate between line and staff functions in an organisation. How does the choice of organisational structure (e.g. functional, divisional, matrix) influence coordination, delegation, and control of activities?
5. Identify the key determinants of interpersonal behaviour at work and explain how they influence leadership, group dynamics, and conflict in organisations. Suggest three managerial actions to develop effective interpersonal relationships in teams.