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B.Sc.(ATHM) (2014 to 2017) (Sem.-1)

BASICS OF MANAGEMENT

Subject Code : BTA-03

M.Code : 11533

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **FIVE** questions carrying **FIVE** marks each and students have to attempt any **FOUR** questions.
3. **SECTION-C** contains **THREE** questions carrying **TEN** marks each and students have to attempt any **TWO** questions.

SECTION-A

- 1. Explain briefly :**

- a) Ethics
- b) Controlling
- c) Decentralization
- d) Communication
- e) Co-ordination
- f) Planning
- g) Management Grid
- h) Quality control
- i) Line staff
- j) Society

SECTION-B

2. What are the traits of a successful manager?
3. Explain the theory of Herzberg.
4. What do you understand by organizational culture?
5. Discuss the techniques of effective coordination.
6. Differentiate between a leader and a manager.

SECTION-C

7. Explain different types of leadership.
8. What are the Barriers of Effective Communication?
9. How motivation among employees helps us to achieve Organizational goals?

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.