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Total No. of Pages : 02

Total No. of Questions : 18

B.Voc. (TTM) (2019 Batch) (Sem.-2)

BASICS OF MANAGEMENT

Subject Code : BVTTM-203-19

M.Code : 77505

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS 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**Answer briefly :**

- Q1. Define Controlling.
- Q2. Is management an art or science? Clarify.
- Q3. What is Decentralization?
- Q4. Pen down the qualities of a leader.
- Q5. Discuss the concept of management.
- Q6. Who gave the concept of MBO?
- Q7. What are standing plans?
- Q8. What is delegation of authority?
- Q9. What is systems approach to management?
- Q10. What is the role of communication in an organization?

SECTION-B

- Q11. Discuss the process of communication.
- Q12. Discuss the various controlling techniques.
- Q13. Pen down the importance and limitation of decision making.
- Q14. Discuss the advantages and limitations of management by objectives.
- Q15. Differentiate between line, functional and line & staff organization.

SECTION-C

- Q16. Define Motivation. Discuss the Maslow's and X & Y theory of motivation.
- Q17. Define Planning. Pen down the purpose, types and steps of planning process.
- Q18. Define Management. Pen down the nature, purpose and functions of management.

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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.