

[illegible]

- a) What are single use plans?
- b) Define motivation.
- c) Discuss the factors influencing performance of leaders.
- d) What is Management Grid?
- e) What is delegation?
- f) What are business ethics?
- g) Pen down the qualities of a manager.
- h) Differentiate between centralization and decentralization.
- i) What is the social responsibility of a business?
- j) What is staff organization?

SECTION-B

- Q2 Explain the various differences between the concept of centralization and decentralization.
- Q3 Pen down techniques of effective coordination.
- Q4 What is span of control and discuss its importance?
- Q5 Discuss the principles of effective communication.
- Q6 Differentiate between a manager and a leader.

SECTION-C

- Q7 Define leadership. Discuss the various factors influencing performance of leader and various leadership styles.
- Q8 “*Motivation is the core of the management*”, in the light of above statement pen down the motivational theory given by Maslow and Herzberg.
- Q9 What is planning? Discuss its importance, process and types.