

ESSENTIALS OF MANAGEMENT-I

Duration: 2 Hours

Max. Marks: 60

Instructions:

- Figures to the right indicate maximum marks
- Start each new question on a fresh page
- Question **ONE** compulsory
- Answer any **FOUR** questions from Q2 to Q6

- Q1. Write a short note on any **FOUR** of the following: - (4*3=12)
- Management as Science
 - Universality of management
 - Decentralisation
 - Departmentation
 - Nature of Management
- Q2. (06)
- Differentiate between Management and Administration. (06)
 - Discuss the levels of Management.
- Q3. (06)
- Explain the Significance of Management. (06)
 - Define Staffing. Discuss the sub functions of staffing.
- Q4. (06)
- Define Decision Making. Discuss the Techniques of Decision Making. (06)
 - Explain the need for Social Responsibility.
- Q5. (06)
- Briefly explain the Principles of management. (06)
 - Define Organising. Discuss the sub functions of Organising.
- Q6. (06)
- Define Business Ethics. Discuss the Importance of Business Ethics. (06)
 - Explain the Planning process with the help of an example.
