



Date: 02-04-2019

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

SECTION- A

Answer all the questions.

(10X2=20)

1. Write a note on Management and Administration.
2. State the significance of Management.
3. Mention the features of a good plan.
4. What is a budget?
5. Give the meaning of functional and matrix organization.
6. What is the need for training?
7. Define performance appraisal.
8. Define Job Enrichment.
9. List the elements of communication process.
10. Write a note on coordination.

SECTION- B

Answer any FOUR questions.

(4X10=40)

11. List the characteristics of management.
12. What are the skills a successful manager must possess?
13. Give an account of the importance and types of a sound strategy.
14. State the need for Departmentation and give its types.
15. Define delegation. What are obstacles of delegation?
16. Explain the various external sources of recruitment.
17. What are the various styles of leadership?

SECTION- C

Answer any TWO questions:

(2X20=40)

18. Discuss the approach of Peter.F.Drucker and Henry Fayol to management.
19. Explain the steps involved in the process of decision making.
20. Describe the various stages in the selection procedure.
21. Give an account of the traditional and modern techniques of control.

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