

Q.6 What do you understand by training? What is the need and importance of training in an organization?

Q.7 What do you understand by line organization? Discuss.

No. of Printed Pages : 4

Roll No.

031313

1st Sem. / I.P.M

Subject : Essentials of Management

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note:Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1
- a) List two objectives of management.
 - b) What are policies?
 - c) What do you understand by delegation?
 - d) Define Motivation.
 - e) Give two differences between formal and informal organization.
 - f) Define training.
 - g) What is meant by monitoring?
 - h) Name five managerial functions of management.
 - i) Define decision making.
 - j) What are advisory committees?

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- k) What is formal communication?
- l) Define direction.
- m) What is vestibule training?
- n) Define evaluation.
- o) Is management an art? Support your answer in one or two sentence.
- p) Define planning.
- q) What do you understand by apprenticeship training?
- r) What do you mean by controlling?

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

- Q.2
- i) Explain the principles of scalar chain and unity of command.
 - ii) Discuss the importance of organization.
 - iii) Describe the nature of decision making.
 - iv) Distinguish between delegation and decentralization.
 - v) Explain the types of motivation.
 - vi) Give the importance of planning.

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- vii) Explain the process of control.
- viii) Describe the main characteristics of management.
- ix) Explain the mission or purpose of planning.
- x) What is the importance of decision making?
- xi) Describe the merits of functional organization.
- xii) What is the importance of management?
- xiii) Describe the process of communication.
- xiv) Write a note on the job training.
- xv) What is the importance of control in modern management?

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 Define management. Discuss the scope of management.
- Q.4 Explain the steps followed in a planning process.
- Q.5 Explain the concept of leadership. Describe the different types of leaders.

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