

TIME : 2 Hrs

MARKS : 60

- Q.1** What is Management? State its main characteristics & significance. (15)
- Q.2 A. State True or False with reasons in one sentence.** (5)
- Management is an exact science.
 - Esprit de corps refers to learn spirit.
 - Mission shows the reasons for existence.
 - In delegation of authority, the authority flows upward.
 - Staffing brings down morale of employees.
- B. Answer in one sentence each:** (5)
- What is directing?
 - What is controlling?
 - What is co-ordination?
 - Explain how management is an art?
 - What do you mean by principles of management?
- C. Match the following:** (5)
- | | |
|-----------------------|------------------------------------|
| 1. Planning | a. Concerned with human resources |
| 2. Division of labour | b. Managerial responsibility |
| 3. Staffing | c. Primary function of management. |
| 4. Controlling | d. Leads to specialisation. |
| 5. Co-ordination. | e. Necessary for good performance. |
- Q.3** Write about the three major contributors to the Management thoughts. (15)
- OR**
- Q.3** What is Planning? Write about its components or elements. (15)
- Q.4** What is Organising? State its characteristics and nature. (15)
- OR**
- Q.4** Write short notes on - (15)
- Factors affecting staffing.
 - Principles of direction.
 - Features of motivation.

