

Roll No. 

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Total No. of Pages : 02

Total No. of Questions : 09

**B.Voc. (HCM) (Sem.-2)**  
**BASICS OF MANAGEMENT**  
**Subject Code : BVHCM-201-19**  
**M.Code : 77487**  
**Date of Examination : 13-12-22**

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTIONS TO CANDIDATES :**

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B contains FIVE questions carrying FIVE marks each and students have to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying TEN marks each and students have to attempt any TWO questions.

**SECTION-A**

**1. Write briefly :**

- a) Define Planning
- b) Is management an art?
- c) Span of management
- d) Define motivation
- e) Line and staff organization
- f) System approach
- g) Decentralization
- h) Communication
- i) Decision making
- j) Budget.

## SECTION-B

2. Discuss the process of Planning.
3. Define Management. Describe its main characteristics.
4. Discuss the process of Decision Making.
5. Define Motivation. What are its advantages?
6. Define Organizational Structure. How is it developed?

## SECTION-C

7. What is authority? Describe various sources of authority.
8. What do you understand by the term of '*Leadership*'? Enumerate its important characteristics.
9. **Write a note on:**
  - a) Controlling process
  - b) Management by objective.

**NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.**