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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 : 04-07-22

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 short notes on :

- a) Controlling as a function of management
- b) Long term planning
- c) MBO
- d) Limitations of decision making
- e) Line & staff form of organization
- f) Span of a manager
- g) Committee form of organization
- h) Leadership traits
- i) Semantic barriers in communication
- j) Feedback control

SECTION-B

2. Explain the functions of a Manager.
3. Discuss the importance of Decision making in Management.
4. Define '*Organizing as a function of management*'. Why is it important?
5. Discuss Herzberg's motivation- '*Hygiene theory in the evolution of management thought*'.
6. What is Delegation of Authority? How is it important?

SECTION-C

7. What are the steps adopted by a manager for decision making? Explain giving suitable examples.
8. Define Controlling in management. Explain the steps in controlling by giving suitable examples.
9. Define '*Planning as a management function*'. What are various types of plans? Discuss the steps taken in planning process.

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.