

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 09

B.Voc. (Beauty Therapy and Aesthetics) (Sem.-3)

BASICS OF MANAGEMENT

Subject Code : BASC311-19

M.Code : 78428

Date of Examination : 02-01-23

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. Briefly describe the functions of management.
 - b. What is Management by Objectives (MBO)?
 - c. Distinguish between Management and Administration.
 - d. What is Organising?
 - e. Discuss the types of decision making.
 - f. Distinguish between Programmed and Non-Programmed decision?
 - g. What is Delegation?
 - h. What is Span of Management?
 - i. What is Benchmarking?
 - j. Define just in time management.

SECTION-B

2. “*Management contains both elements, those of science and those of an art.*” Comment.
3. Why is planning necessary in management? Discuss limitation of planning.
4. What is staffing? Explain the different functions of staffing.
5. Effective control requires that the critical areas of control should be clearly identified in advance. Discuss and give the main areas of control.
6. What is material management? Discuss the scope and functions of material management.

SECTION-C

7. How do organizations measure the performance of Employees? What measure would you suggest if you are given the chance to be an HR manager and evaluate the performance of junior staff?
8. Describe the principal leadership styles usually adopted in management of business. What is the process of effective leadership?
9. What is supply chain management? Explain the role and management of flow of material in supply chain management.

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.