

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 09

B.Voc. (Child Caregiver) (Sem.-3)

BASICS OF MANAGEMENT

Subject Code : BVOCCEG-309

M.Code : 78585

Date of Examination : 23-12-22

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. What are different types of organizations?
- b. What is the basis of departmentalization?
- c. Differentiate between authority and responsibility.
- d. What is informal form of communication? Outline its role in an organization.
- e. Outline functions of leaders.
- f. What are functions of material management?
- g. What is manpower planning?
- h. Outline stages of team building.
- i. What are different growth strategies? Discuss briefly.
- j. Outline principles of Scientific management.

SECTION-B

2. Discuss Henri Fayol principles of management.
3. “MBO, as currently practised, is really just industrial engineering with a new name, applied to higher managerial levels, and with the same resistances intact.” Do you agree or disagree? Discuss.
4. Discuss different techniques of organizational control.
5. Discuss the process of conflict management.
6. What is the role of SCM? Discuss the flow of material in SCM.

SECTION-C

7. What are different types of culture? Discuss different dimensions of organization culture?
8. An executive must have the right leadership traits to influence motivation. What are these “*right traits*” and how can a leader motivate an employee. Discuss?
9. Discuss the process of Strategic planning. What are the external and internal factors which influence this 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.