

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

B.Voc. (Tourism and Hospitality Management) (Sem.-3)

BASICS OF MANAGEMENT

Subject Code : BVTHM 309-19

M.Code : 78448

Date of Examination : 21-12-22

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) Financial management
- b) Supervision
- c) Unity of command
- d) Functional foremanship
- e) Fatigue study
- f) Forecasting
- g) Group decisions
- h) Centralization
- i) Selection
- j) Directing

SECTION-B

2. Discuss various steps involve in decision making.
3. Define a policy. Describe the process of policy formulation.
4. Discuss the contribution of F.W. Taylor in the field of management.
5. Explain the process followed in staffing.
6. Discuss the meaning and characteristics of leadership.

SECTION-C

7. Describe in brief Fayol's general principles of management.
8. Discuss the important nature and scope of directing.
9. Discuss the objectives and limitations of control.

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.