

MAY 2015

**P/ID 77712/MBN1A/
MBS1A**

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 3 = 30 marks)

Answer any TEN questions.

Write short notes on the following :

1. Differentiate between Management and Administration.
2. Relation between delegation and decentralization.
3. Decision - making.
4. Nature of Planning.
5. Principles of Policy making.
6. Concept of leadership.
7. Informal Organization.
8. Problems of Co-ordination.
9. Recruitment.

10. Need for Training.
11. Committees.
12. Span of control.

SECTION B — (5 × 6 = 30 marks)

Answer any FIVE questions.

13. What do you understand by management by objectives and explain its process.
14. Discuss the nature and characteristics of planning as one of the fundamental functions of management.
15. Explain the principles of Organization.
16. Compare and contrast Centralization and Decentralization.
17. Explain the factors affecting delegation of authority and its process.
18. What are the different methods of Selection?
19. Discuss the need and importance of Co-ordination.
20. State the basic requirements of good controlling.

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SECTION C — (2 × 20 = 40 marks)

Answer any TWO questions.

21. Critically examine the various schools of thought on Management.
 22. Describe the different types of departmentation and discuss their merits and demerits.
 23. "Policies are guide lines for managerial action", Discuss.
 24. What are the different approaches to achieve effective coordination?
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