

Roll No.

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Total No. of Pages : 02

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B.Sc.(ATHM) (2014 to 2017) (Sem.-1)

BASICS OF MANAGEMENT

Subject Code : BTA-03

M.Code : 11533

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION 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. **Explain briefly :**
 - a) Ethics
 - b) Controlling
 - c) Decentralization
 - d) Communication
 - e) Co-ordination
 - f) Planning
 - g) Management Grid
 - h) Quality control
 - i) Line staff
 - j) Society

SECTION-B

2. What are the traits of a successful manager?
3. Explain the theory of Herzberg.
4. What do you understand by organizational culture?
5. Discuss the techniques of effective coordination.
6. Differentiate between a leader and a manager.

SECTION-C

7. Explain different types of leadership.
8. What are the Barriers of Effective Communication?
9. How motivation among employees helps us to achieve Organizational goals?

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.