

**Roll No.**

**Total No. of Pages : 02**

**Total No. of Questions : 09**

**BTTM (2018 Batch) (Sem.-3)**

# PRINCIPLES OF MANAGEMENT

**Subject Code : BTTM-302-18**

**M.Code : 76795**

**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) Define Planning.
  - b) What is performance appraisal?
  - c) Define Motivation.
  - d) What is Controlling?
  - e) Differentiate between policy and procedure.
  - f) Define decision making.
  - g) What is Directing?
  - h) What is communication?
  - i) Define forecasting.
  - j) What is meant by staffing?

## **SECTION-B**

2. Define Management. Pen down the functions of management.
3. Differentiate between centralisation and decentralisation.
4. Pen down the process of decision making.
5. Discuss the various types of communication.
6. Discuss the step by step process of planning.

## **SECTION-C**

7. Pen down the process and various techniques of controlling.
8. What are the various stages of evolution of management? Differentiate between the principles of F.W. Taylor and Henri Fayol.
9. What is organizing? Discuss the various patterns of organization and differentiate between line and line & staff organization.

**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.**