B.Voc. (Hospitality & Culinary Management)   (Sem.–3)

BASICS OF MANAGEMENT

Subject Code : BVHCA-309-19

M.Code : 78438

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

Answer briefly :

1) Distinguish between Management and Administration.

2) Discuss the principles of Management.

3) What is the importance of planning?

4) What is the need for forecasting?

5) Why performance appraisal is important for the employees?

6) What is the difference between Delegation and Decentralization?

7) Define Motivation.

8) What are the qualities of a leader?

9) Discuss the evolution of Management.

10) Discuss the scope of staffing.

SECTION-B

11) Define Management. Highlight the function of management, with illustrations.

12) What do you mean by planning? Describe the major steps in the process of planning.

13) Outline the concept of organizing. Explain the basis of departmentation and their advantages and disadvantages.

14) What are the causes of line and staff conflicts? Suggest ways to reduce such conflicts.

15) Why do managers need to acquire different skills at various levels? What is the role of effectiveness and productivity in management?

SECTION-C

16) What are the basic principles of delegation of authority? Also, give some difficulties in delegation.

17) What are the salient features of different models of decision making? Explain any two of them in detail and compare them.

18) What are the steps in the controlling process and state the essentials of effective control? What is budgetary control and explain its significance?

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.