



PD – 170

PGDBA/DHRM/DMM/DHA/DE and SSB/DE COM (DCC)

Examination, March/April 2021

(Annual Scheme)

Paper – 1 : MANAGEMENT PROCESS

Time : 3 Hours

Max. Marks : 100

**Instruction : Answer all Sections.**

SECTION – A

Answer **any ten** of the following.

(10×2=20)

1. a) Define management.
- b) What is management process ?
- c) Name two levels of management.
- d) What are the principles of co-ordination ?
- e) What are the purposes of planning ?
- f) What is the difference between objectives and policies ?
- g) State any two techniques of decision making.
- h) What is committee type organisation ?
- i) What is accountability ?
- j) What is staffing ?
- k) What are the objectives of control ?
- l) State two uses of cost control technique.

SECTION – B

**Note : Answer any five questions. Each question carries 7 marks.**

(5×7=35)

2. What is management ? Is there any difference between management and administration ?
3. How can management process be used to achieve organisational goals ?
4. Explain the steps involved in planning process.

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5. What is meant by policy ? Discuss the features and purpose of making a policy.
6. "Organisation is an important step to achieve enterprise objectives". Explain.
7. What is meant by functional organisation ? Describe its merits and demerits.
8. What do you mean by delegation ? What are the difficulties encountered in delegating authority ?
9. Explain various modern techniques of control.

## SECTION - C

**Note :** Answer any three questions. Each question carries 15 marks. (3×15=45)

10. What are the important principles of management ? And analyse its role in managing a business unit.
  11. Explain decision making process.
  12. Explain the role of organisation structure in improving the efficiency of an enterprise.
  13. What is relationship between planning and control ? What are the pre-requisites of an effective control ?
  14. Explain the principles of organisation and span of management.
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