

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

B.Voc. (HCM) (Sem.-2)  
**BASICS OF MANAGEMENT**  
Subject Code : BVHCM-201-19  
M.Code : 77487  
Date of Examination : 04-07-22

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 short notes on :**

- a) Controlling as a function of management
- b) Long term planning
- c) MBO
- d) Limitations of decision making
- e) Line & staff form of organization
- f) Span of a manager
- g) Committee form of organization
- h) Leadership traits
- i) Semantic barriers in communication
- j) Feedback control

## SECTION-B

2. Explain the functions of a Manager.
3. Discuss the importance of Decision making in Management.
4. Define '*Organizing as a function of management*'. Why is it important?
5. Discuss Herzberg's motivation- '*Hygiene theory in the evolution of management thought*'.
6. What is Delegation of Authority? How is it important?

## SECTION-C

7. What are the steps adopted by a manager for decision making? Explain giving suitable examples.
8. Define Controlling in management. Explain the steps in controlling by giving suitable examples.
9. Define '*Planning as a management function*'. What are various types of plans? Discuss the steps taken in planning process.

**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.**