

Note: i) All questions are compulsory.

ii) Figures to the right indicate full marks.

- Q 1. Attempt any (2) (15)**
- a) Explain the significance of management.
 - b) Explain briefly the principal of scientific management.
 - c) Write a note on administrative management school.
- Q 2. Attempt any (2) (15)**
- a) Define Planning. Bring out its nature and characteristics.
 - b) Briefly explain the essential features of a good plan.
 - c) Explain the need and importance of decision – making.
- Q 3. Attempt any (2) (15)**
- a) Explain the nature and characteristic of organizing.
 - b) What are the benefits and limitations of line and staff organization?
 - c) Explain the sources of recruitment.
- Q 4. Attempt any (2) (15)**
- a. What are the qualities of a good leader?
 - b. Explain the steps involved in concept process.
 - c. What are the principals of effective co – ordination?
- Q 5. Write Short notes (any 3) (15)**
- 1. Process of directing.
 - 2. Line organization.
 - 3. Bases of departmentation.
 - 4. Modern / Non – Programmed decision making techniques.
 - 5. Management as a science.