

2022

Time : 3 hours

Full Marks : 70

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from both the Groups as directed.

Group – A

Answer any **four** questions of the following :

10×4 = 40

1. What is Management ? Discuss the importance of Management.

2. "Management is an Art or Science or both." Explain this statement.

3. Explain the contribution of F. W. Taylor in the field of Management.

4. Describe the different types of Organization.

5. Define Direction and discuss its principles.
6. Explain the various types of Communication.
7. Define Controlling. State the steps in the process of controlling.
8. Discuss the need of Co-ordination.

Group – B

9. Answer all questions of the following : $3 \times 10 = 30$

(a) Define Management.

(b) What is Management Skills ?

(c) What is Social Responsibility ?

(d) What is meant by Business Ethics ?

(e) Explain the concept of Planning.

(f) Define Delegation.

(g) What is Staffing ?

(h) Define Delegation of Authority.

(i) Explain the term 'Motivation'.

(j) Define Leadership.

