

S₂ C&BM
TED (15) – 2251

(REVISION — 2015)

Reg. No.

Signature

DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE — APRIL, 2018

BASIC MANAGEMENT CONCEPTS

[Time : 3 hours

(Maximum marks : 100)

PART — A

(Maximum marks : 10)

Marks

I Answer *all* questions in one or two sentences. Each question carries 2 marks.

1. Define Management.
2. Illustrate Tactical Planning.
3. State Organising.
4. Write the meaning of Control.
5. Recall the meaning of Supervising.

(5×2 = 10)

PART — B

(Maximum marks : 30)

II Answer any *five* of the following questions. Each question carries 6 marks.

1. Explain the Functions of Management.
2. Elaborate the Types of Planning.
3. Give a brief note on Recruitment and Selection.
4. Describe about the requirements of effective Control System.
5. Explain the Functions of a manager.
6. Summarise the advantages of Committees.
7. Classify Co-ordination.

(5×6 = 30)

PART — C

(Maximum marks : 60)

(Answer *one* full question from each unit. Each full question carries 15 marks.)

UNIT — I

III Explain the 14 Principles of Scientific Management. 15

OR

IV (a) Explain Business. 5

(b) Discuss the nature of Business 10

UNIT — II

V (a) Enumerate Planning. 3

(b) Describe the Steps involved in Planning. 12

OR

VI Explain Committees and the different types of committees. 15

UNIT — III

VII (a) Enumerate the term Staffing. 5

(b) Discuss the Factors affecting Staffing. 10

OR

VIII (a) Explain the term Organising. 5

(b) Discuss on the Purpose of Organising. 10

UNIT — IV

IX Discuss the Elements of Directing. 15

OR

X (a) State the meaning of Control. 5

(b) Describe the Steps in Control Process. 10