

52
CAG/BN
TED (15) – 2251
(REVISION – 2015)

Reg. No.....

Signature

DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE — OCTOBER, 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. Explain the term Business.
2. Describe planning.
3. Enumerate Centralisation.
4. Discuss Directing.
5. Explain Communication.

(5×2 = 10)

PART — B

(Maximum marks : 30)

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

1. Explain the nature of Management.
2. Elaborate the importance of planning.
3. Describe about Authority, Responsibility and Accountability.
4. Describe about the objectives of co-ordination.
5. Distinguish between Management and Administration.
6. Describe the types of committees.
7. Describe about Job enrichment and Job Enlargement.

(5×6 = 30)

PART — C

Marks

(Maximum marks : 60)

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

UNIT — I

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|-----|----------------------------------|----|
| III | (a) Explain the term Management. | 5 |
| | (b) Functions of Management. | 10 |

OR

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| IV | Discuss the difference between Management and Administration. | 15 |
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UNIT — II

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| V | (a) Enumerate Planning. | 3 |
| | (b) Explain the different types of Planning. | 12 |

OR

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| VI | (a) Explain Decision making. | 3 |
| | (b) Summarise the steps involved in Decision Making. | 12 |

UNIT — III

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| VII | (a) Enumerate Organisational Structure. | 5 |
| | (b) Discuss about Formal and Informal Organisation. | 10 |

OR

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| VIII | (a) Discuss about the term Training. | 5 |
| | (b) Explain the importance of Training. | 10 |

UNIT — IV

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| IX | (a) Explain the term Directing. | 3 |
| | (b) Discuss on the Principles of Directing. | 12 |

OR

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| X | (a) State the meaning of Co-ordination. | 3 |
| | (b) Describe the Types of Co-ordination. | 12 |