

DE-4006**22****DISTANCE EDUCATION****B.B.M. DEGREE EXAMINATION, DECEMBER 2008.****MANAGEMENT PRACTICE**

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions not exceeding 1 page each.

All questions carry equal marks.

1. Trace the functions of management.
2. What are the fourteen principles of Fayol?
3. What are budgets?
4. What are the differences between programmed and non programmed decisions?
5. What is 'span of management'?
6. Discuss the guidelines for effective delegation.
7. Examine the advantages of job specification.
8. What is motivation?

PART B — ($4 \times 15 = 60$ marks)

Answer any FOUR questions not exceeding 3 pages each.

All questions carry equal marks.

9. “Management is both a science and art” – Discuss.
 10. What are the contributions of thinkers to the scientific management school?
 11. What are the steps in the process of planning? How can planning be made effective?
 12. Define organising and examine how the organisations are organised.
 13. What is delegation? What are the barriers for delegation?
 14. What factors determine decentralisation? Examine the advantages of decentralisation.
 15. Discuss the different training methods known to you and examine their significance to organisations.
-