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PART - A

## ANSWER ALL QUESTIONS

1. What is Management?
2. What is Division of Work?
3. What is Group Decision?
4. Define Strategic Planning.
5. Define Authority.
6. What is Manpower Planning?
7. Define Motivation.
8. What is Non-verbal Communication?
9. Define leadership.
10. What is Control Process?

## PART - B

ANSWER ANY FIVE QUESTIONS
$(5 \times 8=40)$
11. Explain the importance of Planning.
12. Explain the steps in rational Decision Making.
13. Discuss the Principles of Organising.
14. Explain the advantages of Effective Delegation.
15. Explain the sources of Recruitment.
16. Discuss Maslow's Need- Hierarchy Theory.
17. Explain the Barriers to Communication.
18. What are the benefits of Control System?

## PART - C

ANSWER ANY TWO QUESTIONS
$(2 \times 20=40)$
19. Explain Fayol's Principles of Management.
20. Discuss the advantages and disadvantages of Planning.
21. Explain the steps involved in communication.

