



UTTARAKHAND OPEN UNIVERSITY HALDWANI (NAINITAL)

BTTM First Semester Assignment

Programme Code: BTTM 17 **Session:** 2017-18 (Winter & Summer)

Last Date of Submission:

Summer Session: 31 Oct. 2017

Winter Session: 30 April 2018

Course Title: Principles of Management

Code: BTTM 102

Year: 2017-18

Maximum Marks: 10

Section 'A' contains 08 short answer type questions of 1.5 marks each. Learners are required to answer any 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.

Briefly discuss the following:

1. Define Management
2. Skills of a professional Manager
3. Barriers of Communication
4. Importance of Management
5. Features of Planning
6. Differentiate between Centralization and Decentralization
7. Role of Controlling in Management
8. Meaning of Decision Making

Section 'B' contains 4 long answer-type questions of 02 marks each.

Learners are required to answer any 02 questions only.

1. What is Motivation? Discuss its significance in context to Tourism Industry.
2. Discuss the main causes of employee indiscipline.
3. What is Delegation? Also discuss its salient features and significance.
4. Explain the process for strategic decision making.