

**UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)****उत्तराखण्ड मुक्त विश्वविद्यालय, हल्द्वानी (नैनीताल)****BTS FIRST SEMESTER ASSIGNMENT****Programme Code: BTS12*****Last Date of Submission: 15 JANUARY 2016*****(जमा करने की अन्तिम तिथि: 15 जनवरी 2016)****Course Title: PRINCIPLE OF MANAGEMENT****Code: BTS102****Year: 2015-16 (Summer)****Maximum Marks: 20**

Section 'A' contains 08 short answer type questions of 2.5 marks each. Learners are required to answers 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.

Briefly discuss the following:

1. Define 'Management'. Also explain the basic characteristics of Management.
2. What are the essential features of a good plan?
3. Define co-ordination. Also explain the importance of Co-ordination.
4. What do you understand by organization structure? Discuss its various types.
5. Write a short note on various types of control systems.
6. Explain the meaning and significance of motivation.
7. What do you understand by decision making process?
8. How would you make personal communication effective?

Section 'B' contains 04 long answer-type questions of 05 marks each. Learners are required to answers 02 questions only.

1. Define scientific management. Also explain different principles of scientific management.
2. What do you understand by the term "professional"? How is it applicable in the terms of management?
3. What is the concept of planning as an element of management process? Discuss its role in present- day business organisations.
4. Write short note on the characteristics of leadership. Also describe the trait theory of leadership.