



UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)

उत्तराखण्ड मुक्त विश्वविद्यालय, हल्द्वानी (नैनीताल)

**BTS FIRST SEMESTER ASSIGNMENT**

**Programme Code: BTS12**

*Last Date of Submission: 15 JANUARY 2015*

(जमा करने की अन्तिम तिथि: 15 जनवरी 2015)

**Course Title: PRINCIPLE OF MANAGEMENT**

**Code: BTS102**

**Year: 2014-15 (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 scientific management.
2. What are the various factors that act as barrier to effective planning?
3. Define job enrichment.
4. Explain the Maslow's Theory of motivation.
5. What do you mean by Span of Control?
6. Write a short note on the barriers of effective communication?
7. What do you understand by decision making process?
8. Write short note on the characteristics of leadership.

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

1. Define 'Management'. Also explain the basic characteristics of Management.
2. Compare and contrast the classical, new-classical and modern approach towards organisations.
3. Define co-ordination. Also explain the importance and principles of Co-ordination.
4. What do you understand by the term "professional"? Also enlist the various responsibilities endowed by a professional manager.