



UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)

उत्तराखण्ड मुक्त विश्वविद्यालय हल्द्वानी (नैनीताल)

## MTM FIRST SEMESTER ASSIGNMENT

Programme Code: MTM 12

Session: 2015-16

Last Date of Submission: 15 January 2016

Course Title: Principles of Management

Code: MTM 102

Year 2015-16

Maximum Marks: 20

**Section 'A' contains 08 short answer type questions of 2.5 marks each.**

**Learners are required to answer 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.**

**Briefly discuss the following:**

1. Define Management. Also discuss its characteristics.
2. Discuss the significance of Management.
3. Explain the meaning of planning and its main types.
4. Write a note on Management by objectives.
5. What is organizing? Also discuss its significance.
6. Discuss the advantages of planning.
7. Explain in detail the various techniques of control in organizations.
8. What are the characteristics of effective controlling?

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

1. What are the various steps of effective planning? Explain your answer with the help of suitable examples.
2. Define Management. Also discuss the major functions of Management.
3. What do you mean by Decision making process? Also discuss its various characteristics.
4. List out the common barriers of communication in an organization. Suggest measures to overcome such barriers.