

**N.B. Attempt all questions.**

**Q.1)** Define management. Explain its characteristics. 15

**OR**

**Q.1)** Define process of management and explain its elements. 15

**Q.2) Write short notes.** 15

- 1) Forecasting
- 2) Need for controlling
- 3) Situational leadership.

**OR**

**Q.2) Write short notes**

- 1) Management as a profession.
- 2) Types of training
- 3) Principles of delegation of authority.

**Q.3) a)** What is motivation? What are the different methods that can be used to motivate employees ? 10

**b)** Explain any two bases of departmentation. 5

**OR**

**Q.3) a)** Define leadership and explain any three styles of leadership. 8

**b)** Explain the external sources of recruitment. 7

**Q.4) a)** Define planning. Explain the essentials of a good plan. 8

**b)** Identify the causes of resistance to change. Suggest how would you overcome resistance to change. 7

**OR**

**Q.4) a)** Explain the principles of Henry Fayol. 10

**b)** Discuss any five methods of control techniques. 5

\*\*\*\*\*