

Maharshi Dayanand University, Rohtak
MBA – 1st Semester
MBA-2.11DE
Management Processes & Skill Development

JULY 2005

Time : Three Hours

Maximum Marks : 70

Note : Attempt any five questions. All questions carry equal marks.

Unit-I

1. What is Management? Discuss its nature, scope and functions.
2. Write a brief note on evolution of management thought.

Unit-II

3. Discuss the meaning, nature and scope of organizing. State also the basic for departmentation.
4. Write notes on the following:
 - (a) Span of control
 - (b) Stages and levels of planning.

Unit-III

5. What is effective control system? State its essential. Discuss various control techniques.
6. Write an essay on leadership styles and leadership effectiveness.

Unit-VI

7. Discuss the following:
 - (a) Public speaking
 - (b) Conducting Meeting
8. State the nature and importance of communication. Also state the process and methods of communication.

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Unit-I

- Q:1 What are the objectives of management? Explain the features of sound management ?
- Q:2 Describe the major factors responsible for slow development of management thoughts. How have they helped management of industrial organizations?

Unit-II

- Q:3 Discuss the objectives and steps of managerial planning. What are the obstacles to effective planning?
- Q:4 Differentiate between delegation and decentralization. What are the advantages and disadvantages of delegation?

Unit-III

- Q:5 Explain the meaning of leadership and its relevance in business organizations? What are the features of good leadership?
- Q:6 Discuss the steps involved in setting up a controlling system. Why do controlling systems fail?

Unit-IV

- Q:7 Differentiate between:
(i) Horizontal and Vertical communication and
(ii) Formal and Informal communication.
What is their importance in an organization?
- Q:8 What are the essentials of public speaking ? How can be it made effective?

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JAN 2008

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UNIT-I

- Q:1 What are the four major functions of management ? Is planning the most important function ? If so why?
- Q:2 What are some of the specific social issues which are being debated as responsibility of business rather than the responsibility of the society itself ?

UNIT-II

- Q:3 Explain in detail the various steps involved in the formation of organizational structure. Also explain flat organization structure.
- Q:4 What are some of the common errors committed in decision making and how these errors can be avoided ?

UNIT-III

- Q:5 What are the advantages and imitations of PERT and CPM methods ? Give examples?
- Q:6 Compare and contrast McGregor's Theory X and Theory Y. What are some examples of managerial practices that are consistent with a theory Y philosophy of human nature ?

UNIT-IV

- Q:7 Is the typical classroom means of transferring information from professor to student an effective form of communication ?
- Q:8 Write detailed notes on :
- (a) Process of conducting meeting;
 - (b) Public speaking.