

CORPORATE ADMINISTRATION

Time : Three Hours

Maximum : 75 Marks

SECTION-A (20 Marks)

Answer **ALL** questions

ALL questions carry **EQUAL** marks (10x2 = 20)

- 1 Is management a science or an art?
- 2 Write a short note on : Time study.
- 3 What are repeated use plans?
- 4 What are strategic decisions?
- 5 Define motivation.
- 6 Who is a functional leader?
- 7 Differentiate control from planning.
- 8 Define coordination.
- 9 What is mean by crisis management?
- 10 What do you mean by risk management?

SECTION - B (25 Marks)

Answer **ALL** Questions

ALL Questions Carry **EQUAL** Marks (5 x 5 = 25)

- 11 a Explain the essentials of management.
OR
b What are the elements of scientific management?
- 12 a State the importance of decision - making.
OR
b Explain the process of delegation of authority.
- 13 a State the qualities a good leader.
OR
b Explain the scope of motivation.
- 14 a How is control important in management?
OR
b State the scope of coordination.
- 15 a Explain the features of risk management.
OR
b Write a note on total quality management.

SECTION - C (30 Marks)

Answer any **THREE** Questions

ALL Questions Carry **EQUAL** Marks (3 x 10 = 30)

- 16 Discuss the general principles of management given by Henry Fayol.
- 17 Explain the main features of the classical theory of organisation.
- 18 Describe Maslow's hierarchy of needs theory.
- 19 Enumerate the characteristics of an ideal control system.
- 20 Discuss the types of crisis management.