

Fill in the blanks :

6. _____ is defined as a chain of superiors ranging from the ultimate authority to the lowest ranks.
7. Theory X and Theory Y was developed by _____.
8. Military type of organization is also called _____.
9. _____ would be charged with implementing and administering an ethical management programme.
10. A set of characteristics that sets one group of people apart from another is called as _____.

(10 × 1 = 10 marks)

Part B (Short Answer Questions)

Answer any **eight** out of the ten questions in two or three sentences.

Each question carries 2 marks.

11. What is planning ?
12. Define management by objectives.
13. What is work ethos ?
14. What is management ?
15. What is delegation of authority ?
16. What is motivation ?
17. What is work culture ?
18. What is organising ?
19. What do you mean by Co-ordination ?
20. Define Business Ethics.

(8 × 2 = 16 marks)

Part C (Short Essay Questions)

Answer any **six** out of the eight questions in about 200 words.

Each question carries 4 marks.

21. What are the main functions of top level management ?
22. What are the important characteristics of business ethics ?
23. What are the basic principles of direction ?
24. What are the objectives of planning ?
25. What are the characteristics of values ?

26. Discuss the steps in organising.
27. What are the advantages of planning ?
28. Explain the stages of selection process.

(6 × 4 = 24 marks)

Part D (Essay Questions)

Answer any two out of the three questions in about 800 words.

Each question carries 15 marks.

29. Briefly explain the different types of plans.
30. Discuss the Theories of motivation.
31. Describe the structure of ethics management.

(2 × 15 = 30 marks)