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B. Voc. (Food Processing and Preservation)**Fifth Semester****FPP-503: Principles of management****Time allowed: 3 Hours****Max. Marks: 80**

NOTE: Attempt five questions in all, including Question No. 1 which is compulsory and selecting one question from each Unit.

x-x-x

I. Answer the following:-

- a) Explain the nature and importance of organisation.
- b) Explain the objectives of controlling.
- c) Explain the importance of planning.
- d) Explain formal and informal communication.
- e) Explain theory 'X' and theory 'Y'.
- f) Differentiate between authority and responsibility.

(4x4)

UNIT – I

- II. Explain the internal and external factors affecting the management of the organisation. (16)
- III. Explain the concept of management. What are the various levels of management? (16)

UNIT – II

- IV. Define planning. What are the various advantages and disadvantages of planning? (16)
- V. What are the different types of decisions to be taken in the organisation? Explain step by step decision making process. (16)

UNIT – III

- VI. Explain the various barriers of communication. What are the various methods of improving communication? (16)
- VII. Explain various methods of recognising and rewarding the staff members. (16)

UNIT – IV

- VIII. Define leadership. What are the main characteristics of a good leader? (16)
- IX. Define motivation. Explain Maslow's need hierarchy theory. (16)

x-x-x