

(2)

Unit-II

2. What is Planning ? Explain the steps in the planning process.

OR

Write short notes on any **two** of the following :

- (a) Formal and Informal planning
- (b) Policies
- (c) Management by objectives

Unit-III

3. Define organization. Explain the different principles of organization.

OR

Write short notes on any **two** of the following :

- (a) Departmentation
- (b) Line and Staff organisation
- (c) Functional organization

Unit-IV

4. What is the significance of decision making ? Explain its procedure.

OR

(3)

What do you understand by decision making ?
What are the different techniques of decision making ? Explain.

Unit-V

5. “Control is fundamental management function that ensure work accomplishment according to plans.” Explain and state the process of control.

OR

Write short notes on any **two** of the following :

- (a) Budgetary control
 - (b) Performance budget
 - (c) Critical Path Method (CPM)
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