

ASSESSMENT # 1

Total Marks: 30

Q: 1: Short questions:

(20)

- i. Define the term “Management”.
- ii. List different levels of management.
- iii. Define the term “equity” as a principle of management.
- iv. State the various functions of management.
- v. Match the expressions given in column 1 with those given in column 2

Column 1

Column 2

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| <ol style="list-style-type: none"> a) Management as a discipline b) Management as a process c) Management as a group d) Management as a profession | <ol style="list-style-type: none"> i) Team of managers ii) code of conduct for professionals iii) developed and grown through practice and research iv) series of inter-related activities |
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- i. The following table contains the functions, positions and different levels of management. Pick one from each column and make a meaningful combination.

Levels of Management	Position	Functions
(A) Top	a) Departmental Heads and Managers	i. Identifying the departmental objectives and guiding lower level towards achievement of those objectives
(B) Middle	b) Board of directors and chief executives	ii. Carrying out the operations and their supervision
(C) Lower	c) Supervisors and Foremen	ii. Defining the objectives and formulating the policies

- Q.2.** “Planning is looking forward; whereas controlling is looking back”. Explain this Statement.

(10)