21UBCCT1002

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Total Duration : 2 Hrs 30 Mins.

Total Marks : 60

Section B

Answer any **SIX** questions $(6 \times 5 = 30 \text{ Marks})$

- 1. What are the three levels of Management?
- 2. Briefly about the stages in recruitment procedure.
- 3. Elaborate on 360-degree appraisal.
- 4. Mention the techniques of direction.
- 5. Bring out the limitations of planning.
- 6. Describe the qualitative indicators of HR audit.
- 7. Discuss the objectives of performance appraisal.
- 8. Explain the various factors that determine span of control.

Section C

Answer any **THREE** questions $(3 \times 10 = 30 \text{ Marks})$

- 9. Elaborate the various functions of Management.
- 10. Describe the various stages involved in the process of decision making.
- 11. Explain the different methods of training.
- 12. Discuss the various methods of appraising performance of employees.
- 13. Explain in detail about the process of controlling and state its importance.
