

Part B- Essay Questions

Answer **only three (03)** questions

Marks allocation: 60 Marks

01.

i) Differentiate the "Efficiency" and "Effectiveness". (04 Marks)

ii) Briefly explain the three (03) skills sets necessary for Managers to perform effectively. (06 Marks)

iii) Briefly explain the Managerial roles introduced by Henry Mintzberg (10 Marks)

(Total Marks - 20)

02. Every company has its own organization structure. Organizational structure can be described as the systematical process of delegating power and authority among the employees. Besides, organizational structure also involves in how a business is organized to achieve their specific goals.

i) Discuss the four (04) main factors that a manager should take into consideration when designing the organization structure. (10 Marks)

ii) Describe different type of organizational structures with suitable examples. (10 Marks)

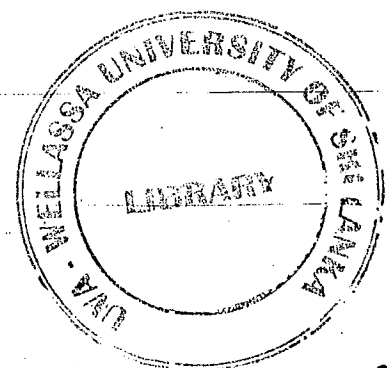
(Total Marks - 20)

03. Planning is one of the most important management techniques. Planning is preparing a sequence of action steps to achieve some specific goal. If you do it effectively, you can reduce much the necessary time and effort of achieving the goal.

i) Outline the stages of Planning Process. (10 Marks)

ii) "Organizational planning plays a vital role in the path of superior business performance". Discuss. (10 Marks)

(Total Marks - 20)



04. Employee motivation is critical to running a successful and profitable business. Without motivation, business productivity will slow down and output will drop. To prevent lapses in motivation, communication with the employees on a professional level regarding their goals and progress at work is important. Thus, employees should be encouraged to communicate with their managers to express concerns or ideas.

i) Discuss the importance of employee motivation with the relevant motivation theories.

(10 Marks)

ii) Discuss the importance of communication for a manager.

(10 Marks)

(Total Marks - 20)