

V.H.S.E. Ist Year	MANAGEMENT SCORING INDICATORS	MAX: SCORE	80
1.	Fore casting		1
2.	Informal		1
3.	Bus stop crowel		1
4.	Science as well as an art		1
5.	Critical path method		1
6.	Last in first out		1
7.	Reorder quantity. It is not a stock level	1 1	2
8.	External Policies All other Policies are internal Policies	1 1	2
9.	Managing director All other managers included in middle level management	1 1	2
10.	True		2
11.	True		2
12.	(p) Bureaucratic Approach – (z) maxweber (n) red tapism (q) Budget – (y) operating (m) financial (r) Power – (w) affiliation – (t) achievement (s) Materials – (x) labour – (o) other expenses	1 1 1 1	4
13.	Control system provides certain standards for measuring the performance laid down by the planning department Control process reveals the short comings of plan and call for revision of plans	1½ 1½	3
14.	State any three difference between Management and Administration	1 x 3	3
15.	Letter from the Indian oil company – Formal communication Information through E-mail Informal communication	1 1	

	State any one difference between Formal and Informal communication	1	3
16.	Cement – per tone Sugar – per quintal Cotton – A bale	1 1 1	3
17.	Limitations of planning 1. Limited scope 2. Influence of external factors 3. Planning will loose its value if reliable facts and figures are not available		3
18.	a. Controlling, Explain b. Briefly explain the procedure in Control process	1 3	4
19.	State any four advantages of Delegation of Authority	1 x 4	4
20.	Any four features of Functional Organization	1 x 4	4
21.	Briefly explain any four advantages of Motivation	1 x 4	4
22.	Mention any four limitation of Autocratic Style	1 x 4	4
23.	<u>Manufacturing and Production Over Head</u> (c) factory expenses (g) depreciation on plant and machinery (j) welfare expenses of factory employees <u>Administration Over Head</u> (b) legal expenses (d) salary of office clerk (e) Printing and stationery expenses <u>Selling and Distribution Over Head</u> (a) ware house rent (h) advertisement expenses (k) customer service (f) expenses on market research	$\frac{1}{2} \times 10$	5
24.	Write any six qualities of a Leader	1 x 6	6
25.	Give a short description of the elements of communication process	1 x 7	7
26.	Prepare a general format of a Cost sheet		7