

- Q. 4. Answer in detail (Any Two) (20)**
1. Who is better - A leader or a manager? Give valid reasons for the same.
 2. Define Leadership and explain its styles in brief.
 3. Why is it important to have a proper organizational Structure? Give its benefits.

Q. 5. Case study (15)

Sarah, a marketing executive, has been consistently arriving late to the office for the past few weeks. Despite her skills and contributions to the team, her tardiness (delay) has become a concern for her manager and colleagues. Sarah's late arrivals have caused delays in team meetings, and her colleagues have started expressing frustration due to the disruption of their collaborative efforts. The manager is now contemplating how to address this issue with Sarah to ensure it doesn't negatively impact the team's productivity and morale.

Questions:

1. What action should the manager take against Sarah?
2. Will counseling help Sarah in punctuality?
3. Suggest some tips for Sarah to be on time at work?
4. Title the case
