

Time: 3 hrs.

Marks:100

- Note:
1. All questions are compulsory with internal options.
 2. Figures to the right indicate full marks.
 3. Draw neat diagram wherever necessary.

Q. 1 (A) Choose the correct alternative from the given options. (Any 10) (10)

1. _____ is a process of monitoring actual performance and taking corrective measures, if there are deviations. (Planning, Organising, Controlling)
2. _____ reflects the purpose and philosophy of the organization. (Mission, Policies, Strategies)
3. _____ refers to integration of group efforts in an organization. (Planning, Coordination, Controlling)
4. Software is an important component of _____. (MIS, MBO, Planning)
5. Principle of _____ refers to social justice. (division, equity, direction)
6. Top level managers require more of _____ skills as compared to lower level executives. (conceptual, human, technical)
7. _____ stated 14 principles of management. (F.W. Taylor, Henry Fayol, Peter Drucker)
8. Principle of _____ states that a subordinate should receive orders only from one superior. (Scalar Chain, unity of command, unity of direction).
9. Informal organisations make use of _____ communication. (downward, upward, grapevine)
10. Span of Control refers to the number of subordinates that can be managed effectively by _____ superior. (one, two, three)
11. On the basis of _____ analysis, the management sets the goals. (SWOT, SWAP, SWOB)
12. There must be _____ between authority and responsibility. (equity, similarity, balance)

(B) State whether the following statements are true or false. (Any 10) 10

1. Managers adopt multidisciplinary approach to get the work done from subordinates.
2. MBE enables top management to focus on strategic planning and control.

3. Under Management by Objectives, goals are set by the management.
4. Decision making is a mental process.
5. In formal organization, every member is assigned specific duties and responsibilities.
6. Generally, informal organizing exists in almost all organization.
7. Body language may have different meaning in different countries.
8. Motivation is a psychological process.
9. Peter Drucker stated 3 dimensions of management.
10. Division of work only leads specialization.
11. A schedule is a single use plan.
12. Managers need to frame rigid plans.

- Q. 2** Answer the followings. (Any 2) 15
1. Explain the characteristics of Management.
 2. Suggest the functions of management.
 3. Explain Henry Fayol's any 8 Principles of Management.
- Q. 3** Answer the followings. (Any 2) 15
1. Explain the components of planning.
 2. What is MBO? Explain its advantages.
 3. Explain the essentials of decision-making.
- Q. 4** Answer the followings. (Any 2) 15
1. Explain the bases of departmentation.
 2. What are the factors which affect span of management?
 3. Explain the barriers to delegation.
- Q. 5** Answer the followings. (Any 2) 15
1. Explain the significance of motivation.
 2. What are the factors which influence motivation?
 3. Explain the qualities of a good leader.
- Q. 6** Write short notes: (Any 4) 20
1. Peter Drucker's dimensions of management
 2. Components of MIS
 3. Distinguish between formal organisation and informal organisation
 4. Nature of leadership
 5. Essentials of a good control system
 6. Importance of planning