

Time: 3 hrs.

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

Q1 A Fill in the blanks with appropriate word from the alternatives given below: (Any 10) (10)

1. Professional managers place emphasis on _____.
a) management b) sales c) results d) budget
2. _____ stated 14 principles of management.
a) Richard Loral b) Deck Hary c) Henri Fayol d) Brain Meck
3. Authority refers to _____.
a) calculating the results b) increasing the sales
c) power to take decisions d) managing the data
4. Quality circle is _____ group of employees.
a) unqualified b) managerial c) voluntary d) authorative
5. Informal organisations make use of _____ communication.
a) formalized channel b) pipeline c) grapevine d) ethical channel
6. _____ refers to the number of subordinates that can be managed effectively by one superior.
a) Employee relationship b) Department c) Span of control d) Spatial interaction
7. Scalar chain is a part of _____ principles of management.
a) 10 b) 06
c) 14 d) 08
8. _____ style of leadership aims at creating family atmosphere within the organisation.
a) Democratic b) Autocratic c) Paternalistic d) Situational
9. On the basis of _____ analysis, the management sets the goals.
a) DLOI b) MALO c) SWOT d) MBO
10. _____ principle states that a subordinate should receive orders only from one superior.
a) Employee relationship b) Department
c) Unity of Command d) Formal interaction
11. In line and staff organisation, the staff executives are the _____.
a) customers b) superiors c) advisors d) managers
12. _____ is a process of grouping jobs, processes, and resources into logical units to perform some organisational task.
a) Management b) Supervising c) Departmentation d) Interaction

Q1 B State whether following statements are True or False (Any 10) (10)

1. Management is applicable to business and non-business organization.
2. Managers adopt multidisciplinary approach to get the work done from subordinates.

3. Professional's management approach gives competitive advantage to business firms.
4. In formal organization, every member is assigned specific duties and responsibilities.
5. The organization structure is influenced by the size of the organization.
6. Body language may have different meanings in different countries.
7. Under Management by Objectives, goals are set by the management.
8. Motivation is a one-time process.
9. Management process is a onetime activity.
10. Under Autocratic leadership style, a leader adjusts the style depending on the situation.
11. Decision making is a physical process.
12. Informal organizing exists in limited organization.

- Q2 Explain the concepts (Any 03) (15)**
1. Management
 2. Planning
 3. Leadership
 4. Budgeting
 5. Division of work
 6. Any 5 principles of management
 7. Superior subordinate relationship
- Q3 Answer the following questions (Any 02) (15)**
- A) Explain importance of Management.
 - B) Explain the elements of planning.
 - C) Describe the importance of motivating the employees.
- Q4 Answer the following question (Any 02) (15)**
- A) Bring out the Indian ethos in management.
 - B) Explain the bases of departmentation.
 - C) Discuss the features of line and staff organization.
- Q5 Answer the following question (Any 02) (15)**
- A) Explain the concept "Delegation of Authority" in detail.
 - B) Write a note on MBO.
 - C) What are the barriers of effective delegation?
- Q6 Write short notes on: (Any 04) (20)**
- A) Importance of motivation to employees.
 - B) Leadership styles
 - C) Qualities of a good leader.
 - D) Steps in planning process.
 - E) Formal Vs Informal organization
 - F) Matrix organisation
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