

**Time: 2½ hrs.**

**Marks:75**

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

**Q. 1 (A) Fill in the blanks with the correct answer from the alternatives given below. (08)**  
**(Attempt any 8)**

- (1) \_\_\_\_\_ interview has a planned list of questions.  
(a) Unstructured  
(b) Informal  
(c) Structured  
(d) Group
- (2) A good plan should facilitate \_\_\_\_\_ so that the managers are able to monitor the performance.  
(a) organisation  
(b) control  
(c) flexibility  
(d) co-ordination
- (3) In \_\_\_\_\_ style of leadership, the leader allows the subordinates to take the decision and acts only as a guide.  
(a) laissez-faire  
(b) participative  
(c) neurocratic  
(d) sociocratic
- (4) \_\_\_\_\_ obtains candidates' information in respect of academic, work experience and references.  
(a) Application Blank  
(b) Screening  
(c) Tests  
(d) Job Offer
- (5) \_\_\_\_\_ refers to the number of subordinates that can be controlled by one manager.  
(a) Departmentation  
(b) Span of Control  
(c) Balance  
(d) Chain of Command
- (6) In order to find out the feasibility of each alternative, the manager needs to undertake \_\_\_\_\_.  
(a) cost-benefit analysis  
(b) allocation of resources  
(c) collection of data  
(d) review of performance
- (7) \_\_\_\_\_ involves application and dedication on part of managers.  
(a) Direction  
(b) Dynamism  
(c) Discipline  
(d) Order
- (8) \_\_\_\_\_ is referred to as an internal source of recruitment.  
(a) Recommendations  
(b) Campus Recruitment  
(c) Consulting  
(d) Promotions

- (9) \_\_\_\_\_ is a process of identifying and selecting a course of action to solve a specific problem.  
 (a) Decision-making  
 (b) Organising  
 (c) Planning  
 (d) Controlling
- (10) \_\_\_\_\_ refers to doing the right thing at the right time without being told by others.  
 (a) Directing  
 (b) Initiative  
 (c) Delegation  
 (d) Innovation

**(B) State whether the following statements are true or false. ( Attempt any 7) (07)**

- (1) Job security is a non-monetary incentive.
- (2) Lack of unity of command can create confusion in the organization.
- (3) Remuneration refers to wages and salaries of the employees.
- (4) Panel interview is conducted by a group of experts for an important position in the firm.
- (5) Subordinates should be given freedom to come up with suggestions and ideas.
- (6) Formal organizations do not have a set of rules and regulations.
- (7) References should be cross checked and verified during the selection process of the candidate.
- (8) Hasty decisions are based on factual information.
- (9) Centralization is always better than decentralization.
- (10) A good plan acts as a work map.

- Q.2 (A) What is Management? Explain its nature/characteristics. (15)  
 OR
- Q.2 (P) Explain any 8 Principles of Management given by Henry Fayol. (08)  
 (Q) Elaborate on the essentials of sound Decision-making. (07)
- Q.3 (A) Discuss the barriers to effective delegation. (15)  
 OR
- Q.3 (P) Distinguish between: Formal and Informal Organisation. (08)  
 (Q) Explain the various bases of Departmentation. (07)
- Q.4 (A) State and explain the various steps in the Selection process. (15)  
 OR
- Q.4 (P) What are the various types of Interviews? (08)  
 (Q) Explain the various sources of Recruitment. (07)
- Q.5 (A) What are the factors influencing Motivation among employees? (15)  
 OR
- Q.5 Write short notes on ( Attempt any 3) (15)
- (1) Qualities of a good leader
  - (2) Levels of management
  - (3) Essential features of Planning
  - (4) Principles of Organising
  - (5) Objectives of Management