

Time: 2 ¼ Hours

Total Marks: 75

Note:

- 1) All questions are compulsory.
- 2) Figures to the right indicates full marks.

Q.1 A Multiple Choice questions: (Any 8 out of 10) (08)

- a) Lower level managers mostly need _____ skills. (Conceptual, Human, Technical)
- b) Full form of CPM is _____. (Critical Path Method, Centralised Planned Management, Coordinated Procedure Management)
- c) Analysis of _____ environment indicates company's strengths and weaknesses. (internal, external, concurrent)
- d) Recruitment is a _____ function. (positive, negative, neutral)
- e) _____ interview is taken when an employee resigns from the job.(Panel, Stress, Exit)
- f) Division of work leads to _____. (order, specialization, direction)
- g) A _____ is the one who takes decisions by himself and expects subordinates to obey his orders. (autocratic leader, democratic leader, consultative leader)
- h) If the activities of an organisation are grouped as production, marketing, finance, personnel etc, it is known as departmentation by _____. (process, area, functions)
- i) _____ reduces the burden on top management. (decentralization, centralization, penetration)
- j) _____ prevents delay in action (Gangplank , Order , Equity)

Q.1 B State whether the following statements are True or False: (Any 7 out of 10) (07)

- a) Departmentation is needed for specialization.
- b) Decentralisation brings dispersal of decision making powers.
- c) A good control system is always forward looking.
- d) Dual command is always dangerous.
- e) Management is doing the work.
- f) Recruitment is the process of choosing right person for the right job.
- g) Exception principle reserves complex problems for superiors.
- h) Directing does not follow the chain of command.
- i) A good plan should be flexible in nature.
- j) Decision making is situational.

Q.2 A) What is management? Explain its nature. (08)

Q.2 B) Distinguish between Top level and Middle level of management. (07)

OR

Q.2 C) What are the factors affecting staffing? (08)

Q.2 D) Explain significance of motivation. (07)

Q.3 A) Explain the principles of organising. (08)

Q.3 B) What is controlling? Explain its importance. (07)

OR

Q.3 C) Define delegation of authority. Explain its Importance and also barriers affecting effective delegation of authority? (15)

Q.4 A) What is coordination? Explain its importance. (08)

Q.4 B) "Situational Leadership is the best leadership style" Explain. (07)

OR

Q.4 C) Explain Henri Fayol's principles of management. (15)

Q.5 A) What is planning? Why planning is important? (08)

Q.5 B) Distinguish between Recruitment and Selection. (07)

OR

Q.5 C) Write short notes Any 3 out of 5 (15)

- 1) Bases of departmentation
- 2) Centralisation of authority v/s Decentralisation of authority
- 3) Decision-making
- 4) External sources of recruitment
- 5) Functions of management
