

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) Fill in the blanks with appropriate word from the given options: (Any 10) (10)

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

- (a) Explain the characteristics of Management. (15)
- (b) Suggest the functions of management.
- (c) Explain Henry Fayol's any 10 Principles of Management.

Q.3

Answer the following (Any Two)

- (a) Explain the components of planning. (15)
- (b) What is MBO? Explain its advantages.
- (c) Explain the essentials of decision-making.

Q.4

Answer the following (Any Two)

- (a) Explain the bases of departmentation. (15)
- (b) What are the factors which affect span of management?
- (c) Explain the barriers to delegation.

Q.5

Answer the following (Any Two)

- (a) Explain the significance of motivation. (15)
- (b) What are the factors which influence motivation?
- (c) Explain the qualities of a good leader

Q.6

Write short notes on: (Any Four)

- (a) Peter Drucker's dimensions of management (20)
- (b) Components of MIS
- (c) Distinguish between formal organisation and informal organisation
- (d) Nature of leadership
- (e) Essentials of a good control system
- (f) Importance of planning

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