

Note:

1. All questions are compulsory with internal choice.
2. Draw neat diagrams wherever necessary.
3. Figures to the right indicate full marks.

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

**(Attempt any 8)**

- i) \_\_\_\_\_ is a process of grouping activities into units for the purpose of effective management.
  - a) Decentralization
  - b) Departmentation
  - c) Delegation
  - d) Direction
- ii) \_\_\_\_\_ is an obligation of business to take such actions which promote and protect the welfare of the society in which it operates.
  - a) Environmental Sustainability
  - b) Management Audit
  - c) Green Management
  - d) Corporate Social Responsibility
- iii) \_\_\_\_\_ refers to inter-linking of actions.
  - a) Directing
  - b) Staffing
  - c) Co-ordination
  - d) Motivation
- iv) A leader with good \_\_\_\_\_ skills should have the ability to plan, organise, direct and control the activities of his group.
  - a) administrative
  - b) human
  - c) communication
  - d) design
- v) Departmentation by \_\_\_\_\_ is carried out in manufacturing units.
  - a) time
  - b) area
  - c) process
  - d) functions
- vi) \_\_\_\_\_ is a process of monitoring actual performance and taking corrective measures, if required.
  - a) Co-ordination
  - b) Controlling
  - c) Leadership
  - d) Directing

vii) \_\_\_\_\_ is an approach adopted by companies to attain environmental objectives.

- a) Controlling
- b) Break-even Analysis
- c) Green Management
- d) Co-ordination

viii) \_\_\_\_\_ is the tendency to disperse decision-making authority.

- a) Decentralization
- b) Penetration
- c) Centralization
- d) Expansion

ix) \_\_\_\_\_ is a secondary principle of organizing.

- a) Specialisation
- b) Authority
- c) A Short Chain of Command
- d) Objective

x) \_\_\_\_\_ skills help to undertake day-to-day operations or activities.

- a) Conceptual
- b) Design
- c) Technical
- d) Decision-making

**Q.1 (B) State whether the following statements are true or false. (Attempt any 7) (07)**

- i) There should be a balance between centralization and decentralization.
- ii) In case of delegation, the employee is free to either accept or reject the authority delegated to him.
- iii) Planning is a link between the past, present and future.
- iv) Directing is not the function of lower-level management.
- v) Formal organizations have a set of rules and regulations.
- vi) The analysis of the external environment reveals the strengths and weaknesses of the organization.
- vii) According to Henry Fayol's Principles, the interest of the organization should be secondary.
- viii) Lack of unity of command can create confusion in the organization.
- ix) The scope of CSR includes economic responsibility.
- x) Subordinates should be given freedom to come up with suggestions and ideas.

**Q.2 (a) What is Management? Explain its significance. (07)**

**(b) Explain in detail the Principles of Management given by Henry Fayol. (08)**

**OR**

**Q.2 (p) What are the different skills required by a manager? (07)**

**(q) Briefly explain the functional areas of management with respect to POSDCORB. (08)**

**Q.3 (a) What are the steps in the decision-making process? (07)**

- (b) Describe the elements of planning in detail. (08)  
OR
- Q.3 (p) What are the essential features of a good plan? (07)  
(q) What is Planning? Bring out its Nature/Characteristics. (08)
- Q.4 (a) Distinguish Between: Authority and Responsibility (07)  
(b) Explain the various bases of Departmentation. (08)  
OR
- Q.4 (p) Explain the process of Delegation of Authority. (07)  
(q) What is Organising? Give its significance. (08)
- Q.5 (a) Explain the qualities of a good leader. (07)  
(b) What is CSR? Why is it important? (08)  
OR
- Q.5 Write a short note on: (Attempt any 3) (15)  
I) Planning  
II) Scalar Chain  
III) Departmentation by Process  
IV) Strategies  
V) Basic Principles of Organising

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