

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

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

- (1) _____ test requires interpretation of problems or situations.
(a) Projective (b) Personality
(c) Performance (d) Perception
- (2) _____ 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
- (3) _____ refers to the designation of the employee in the organization.
(a) Job Security (b) Job Title
(c) Job Enrichment (d) Job Enlargement
- (4) Professional managers take _____ decisions.
(a) Proactive (b) Rigid
(c) Reactive (d) Alternate
- (5) Centralisation of authority may work only in case of _____ organisations.
(a) medium (b) large
(c) growing (d) small
- (6) _____ is referred to as an internal source of recruitment.
(a) Recommendations (b) Campus Recruitment
(c) Consulting (d) Promotions
- (7) _____ leadership style is task-oriented and wants to get things done at any cost.
(a) Neurocratic (b) Autocratic
(c) Paternalistic (d) Situational
- (8) _____ refers to establishing goals and a suitable course of action to achieve those goals.
(a) Planning (b) Controlling
(c) Organising (d) Directing
- (9) _____ is the tendency to disperse decision-making authority.
(a) Decentralization (b) Delegation
(c) Centralization (d) Expansion
- (10) _____ takes place when employees remain absent without prior permission.
(a) Absenteeism (b) Wastages
(c) Labour Turnover (d) Innovation

(B) State whether the following statements are True or False. (Attempt any 7) (07)

- (1) Controlling is a process of monitoring actual performance and taking corrective measures.
- (2) Subordinates should be given freedom to come up with suggestions and ideas.
- (3) Formal organizations have a set of rules and regulations.
- (4) Informal organizations are formed from social ties in an organization.
- (5) A plan must be simple and easy to understand.
- (6) Internal sources of recruitment can be biased in nature.

- (7) References should be cross checked and verified during the selection process of the candidate.
- (8) Planning is a link between the past, present and future.
- (9) Lack of unity of command can create confusion in the organization.
- (10) Authority should always be more than responsibility.

- Q.2 (a)** What is meant by management? Explain its characteristics in detail. (15)
- OR**
- Q.2 (p)** Explain in detail the limitations of planning. (08)
- Q.2 (q)** What are the objectives of Management? (07)
- Q.3 (a)** Distinguish between: Formal and Informal Organisation (08)
- Q.3 (b)** Explain the various bases of Departmentation. (07)
- OR**
- Q.3 (p)** What is Decentralisation of Authority? Explain its advantages. (08)
- Q.3 (q)** Discuss the barriers to effective delegation. (07)
- Q.4 (a)** State and explain the various steps in the Selection process. (08)
- Q.4 (b)** Discuss the various types of Employment Tests (07)
- Q.4 (p)** What is staffing? Explain its importance to organisations (08)
- Q.4 (q)** Explain the various sources of Recruitment. (07)
- Q.5 (a)** Explain the various Leadership Styles. (08)
- Q.5 (b)** What are the factors influencing Motivation? (07)
- OR**
- Q.5 (p)** Write short notes on (Attempt any 3) (15)
- (1) Importance of Co-ordination.
 - (2) Essentials of Planning
 - (3) Types of Interview
 - (4) Qualities of a good leader.
 - (5) Secondary Principles of Organising