

Duration: 2 ½ Hours

CPR48A23FC

Marks:- 75

Note:- 1) All questions are compulsory.

2) Figures to the right indicate maximum marks.

**Q.1) A Fill in the Blanks: - (Any 8 Out of 10) (CO-1, 2, 3, 4 - R, U) (8M)**

1. \_\_\_\_\_ is an art of getting things done through people.  
a) Planning                      b) Organizing                      c) Controlling                      d) Management
2. \_\_\_\_\_ takes place when employees remain absent without prior permission.  
a) Absenteeism                      b) Wastages                      c) Labour Turnover                      d) Efficiency
3. Analysis of \_\_\_\_\_ environment indicates company strengths and weaknesses.  
a) Concurrent                      b) Alternative                      c) Internal                      d) External
4. \_\_\_\_\_ refers to establishing goals and suitable course of action to achieve those goals.  
a) Organizing                      b) Planning                      c) Directing                      d) Controlling
5. \_\_\_\_\_ organization refers to a structure of well defined authority and responsibility.  
a) Formal                      b) Internal                      c) Tall                      d) Short
6. \_\_\_\_\_ takes place when an employee leaves the organization and joins elsewhere.  
a) Team Work                      b) Motivation                      c) Labour Turnover                      d) Goodwill
7. \_\_\_\_\_ interview identifies the reason for an employee leaving the job.  
a) Panel                      b) Exit                      c) Projective                      d) Group
8. \_\_\_\_\_ refers to filling of positions in an organization  
a) Staffing                      b) selecting                      c) Recruitment                      d) Training
9. \_\_\_\_\_ refers to influencing people to strive willingly for group objectives.  
a) Motivation                      b) Controlling                      c) coordinating                      d) Leadership
10. \_\_\_\_\_ refers to recognition for the performance.  
a) Appreciation                      b) Transfer                      c) Demotion                      d) Punishment

**Q.1 B) State whether the following statement are True or False :- (Any 7) (Co-1,2,3,4-R,U) (7M)**

1. Management is all pervasive in nature.
2. Henri Fayol listed 13 principle of Management.
3. Planning is a link between past, present and future.
4. Planning maximizes risks in business.
5. Team work facilitates accomplishment of goals.
6. There are well defined goal in an informal organization.
7. Staffing is multidimensional in nature.
8. Promotion refers to sideways shift of an employee within an organization.
9. Well defined goals are essential for a firm's success.
10. Appreciation is a monetary incentive

**Q2) Answer the following**

- 1) Explain the principles of management. ( Co-1,3-U) (8M)
  - 2) Write a note on levels of management. ( Co-1,3-U,AN) (7M)
- OR**
- 3) Explain the objectives of management. ( Co-1-U) (8M)
  - 4) Define Management. Explain its nature and characteristics. (Co-1,3-R,U) (7M)

**Q3) Answer the following**

- 1) Define Planning. Explain its Importance. ( C0-1,2,3-R,U) (8M)
  - 2) What are the limitations of planning? ( Co-1,2,3-U) (7M)
- OR**
- 3) Define decision making. Explain its essential features. (Co-1,2,3-R,U) (8M)
  - 4) Explain the steps in the planning process. ( Co-1,3-U) (7M)

**Q4) Answer the following**

- 1) Distinguish between Centralization and Decentralization of Authority. ( Co-1,3-AN) (8M)
  - 2) Explain the significance of organizing. ( Co-1,2,3-U) (7M)
- OR**
- 3) Explain the advantages and disadvantages of formal organization. ( Co1,2,3- R,U) (8M)

4) What is departmentation? Explain the base of departmentation. ( D-1,3-U) (7M)

**Q5) Answer the following**

1) What is staffing? Explain its importance to organization. ( Co-1,2,-U) (8M)

2) What are the factors influencing motivation. ( Co-3,4-U) (7M)

**OR**

**Q5) Write a short notes on (Any 3 out of 5) (Co-1, 2, 3, 4-R, U) (15M)**

- 1) Types of Interviews
- 2) Qualifies of Good Leader.
- 3) Sources of Recruitment.
- 4) Principles of Directing.
- 5) Importance of Co-ordination.

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