

Duration: 3 Hours

Marks: 100

- Note: 1. All questions are compulsory subject to internal choices.
2. Figures to the right indicates maximum marks,

Q1.A. Select the correct Alternative: (attempt any 10) (CO1 – CO4) (U) (10 M)

1. _____ is a style of leadership aims at creating family atmosphere within the organization.
a. Participative Consultative b. Autocratic c. Paternalistic d.
2. _____ is a financial factor influencing Motivation.
a. Award Security b. Participation c. Bonus d. Job
3. Henry Fayol stated _____ Principles of Management.
a. 7 b. 16 c. 14 d. 9
4. Planning is the _____ function of management.
a. Secondary b. Primary c. Legal d. Final
5. Informal organization make use of _____ communication.
a. Downward b. Horizontal c. Grapevine d. Upward
6. _____ is a process of choosing right person for the right job.
a. Recruitment b. Staffing c. Selection d. Interview
7. Motivation is _____ and encouraging.
a. Inspiring b. Rigid c. Winning d. Loosing
8. The _____ plans are meant for repeated use.
a. Single use b. Real c. Standing d. Realistic
9. The Lower Level Managers require more of _____ skills.
a. Technical b. Conceptual c. Directing d. Non -Technical
10. There must be _____ between Authority and Responsibility.
a. Similarity b. Equality c. Difference d. Balance
11. _____ ensure the health and safety of employees in the organization.
a. Test b. Interview c. Medical Check d. Selection
12. The orders and instructions are initiated by the _____.
a. Middle Level b. Top Level c. Technical Level d. Lower Level

Q1. B. State whether following statements are True / False: (attempt any 10)(CO1 – CO4) (U) (10 M)

1. The staffing policy of an organization depends on internal factors only.
2. Management is an activity that touches all walks of life.
3. Direction is action oriented.
4. Organization is a short-term arrangement.
5. Leadership is followership.
6. Informal Organization has no structure.
7. Planning is free from human errors
8. Departmentation by area is done depending upon the nature of customers.
9. There are barriers in effective delegation of authority
10. Co-ordination is essence of Management.
11. Managers need to frame rigid Plan.
12. Use of technology leads to quick decision making.

Q2. Answer any two of the following: (CO1)

(15 M)

1. Explain the Functions of management. (R & U)
2. Describe the skills & competencies required for professional managers. (U & AP)
3. Mention principles of management given by Henry Fayol. (R)

Q3. Answer any two of the following: (CO2)

(15 M)

1. What is MIS? Explain its features (R & U)
2. Elaborate the Stages of Planning Process. (R & AP)
3. Explain the essential of sound decision making. (U)

Q4. Answer any two of the following: (CO3)

(15 M)

1. Discuss the bases of Departmentation (U)
2. Distinguish between Formal v/s Informal Organization. (R & AP)
3. Draw Line and Line & Staff Organization in detail. (AP)

Q5. Answer any two of the following: (CO4)

(15 M)

1. * Explain the Methods of Motivation. (R)
2. What are steps in controlling process? (AN)
3. Discuss various Styles of Leadership. (U & R)

Q6. Answer any Four Short Notes: (CO1 – CO4)

(20 M)

1. Qualities of a Good Leader. (CO4) (AP)
2. Levels of Management. (CO1) (U)
3. MBE. (CO2) (R)
4. Matrix Organization. (CO3) (U)
5. Centralization v/s De-Centralization. (CO3) (R)
6. Importance of Communication. (CO4) (U)

"Management is about arranging & telling; Leadership is about nurturing & enhancing."