

Duration: 3Hrs

B721100ComIII

Marks:- 100

Note:- 1) All questions are compulsory

2) All questions carry equal marks

3) Figures to the right indicate maximum marks.

Q.1A) fill in the blanks:- (Any 10)

(10 M)

- 1) Henry fayol stated _____ principles of management
a) 14 b) 7 c) 10 d) 12
- 2) The top level managers require more of _____ skills.
a) conceptual b) technical c) directing d) controlling
- 3) Management is all _____.
a) pervasive b) process c) action d) approach
- 4) Plans need to be _____.
a) flexible b) rigid c) complicated d) continuous.
- 5) On the basis of _____ analysis the management sets the goal.
a) SWOT b) SWAP c) SWOB d) SWOC
- 6) _____ is a time table for activities.
a) schedule b) budget c) procedure d) process
- 7) Quality circle is _____ group of employees.
a) voluntary b) designated c) compelled d) Similar
- 8) _____ is a quality of good leader.
a) optimism b) planning c) controlling d) organizing
- 9) _____ is financial factor influencing motivation.
a) job security b) bonus c) rewards d) participation
- 10) Halo effect is the _____ effect of the speaker.
a) charismatic b) coercive c) devilish d) negative
- 11) There is lack of _____ in line organization.
a) decision making b) command c) directing d) specialization
- 12) Status is one of the _____ factors of motivation.
a) Monetary b) General c) non-monetary d) negative

Q.1B) state whether following statements are true or false :- (Any 10)

(10 M)

- 1) Indian ethos is based on Indian scriptures.
- 2) Management process is a onetime activity.
- 3) MIS is continuous activity.
- 4) Co-ordination is the essence of management.
- 5) Span of control has universal application.
- 6) Departmentation is necessary in small organization.
- 7) leadership is a personal quality
- 8) Motivational is predictable task.

- 9) Decision – making is occasional in nature.
- 10) Planning is the primary function of management.
- 11) A leadership acts as link between top management and employees.
- 12) Motivation is on the time activity.

Q.2) Answer any 2 of the following :-

(15 M)

- 1) Define management. Briefly discuss functions of management.
- 2) Discuss briefly any 8 principles of management by Henry Fayol.
- 3) What is management? Explain nature of management.

Q.3) Answer any 2 of the following :-

(15 M)

- 1) What is planning? Explain importance of planning.
- 2) What are the advantages of management by exception?
- 3) Explain impact of technology on decision - making.

Q.4) Answer any 2 of the following :-

(15 M)

- 1) What is line organization? Explain features of line organization.
- 2) Distinguish between formal v/s informal organization.
- 3) Explain the basis of departmentation.

Q.5) Answer any 2 of the following :-

(15 M)

- 1) What are qualities of a good leader.
- 2) Define leadership. Explain functions of leadership.
- 3) Briefly explain style of leadership.

Q.6) Write short notes on :- (Any 4)

(20 M)

- 1) Functions of management.
- 2) Steps in planning process.
- 3) De-centralization.
- 4) Staffing.
- 5) Planning.
- 6) Informal organization

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