

SEAT NO: \_\_\_\_\_

DURATION: - 3 hrs

2331710124

MARKS:- 100

- Note: - (1) All questions are compulsory.  
(2) Figures to the right indicate full marks  
(3) Answer to each question must be on a new page

CO1 to CO4 U, 10M  
R

**Q.1) Objective Questions:**

**A: Choose the correct answer from the options given**

- 1) Analysis of external environment includes analysis of \_\_\_\_\_  
a. Materials    b. Competitors    c. Machines    d. Manpower.
- 2) \_\_\_\_\_ function of management helps to minimize risks.  
a. Organising    b. Directing    c. Planning    d. Controlling.
- 3) \_\_\_\_\_ introduced the brainstorming techniques of decision making.  
a. Henri Fayol    b. Alex Osborn  
c. Peter Drucker    d. F.W. Taylor.
- 4) Management is all \_\_\_\_\_.  
a. Action    b. Approach    c. Process    d. Pervasive.
- 5) The Lower level of managers require more of \_\_\_\_\_ skills.  
a. Directing    b. Technical    c. Human    d. Conceptual.
- 6) \_\_\_\_\_ refers to line of command that flows from top level to lower levels in an organization.  
a. Order    b. Unity of command    c. Discipline    d. Scalar Chain.
- 7) The line organization is suitable for \_\_\_\_\_ organization.  
a. Medium    b. Small    c. Large    d. Flat.
- 8) Informal Organization makes use of \_\_\_\_\_ communication.  
a. Downward    b. Upward    c. Grapevine    d. Horizontal.
- 9) There must be \_\_\_\_\_ between authority and responsibility.  
a. Similarity    b. Balance    c. Equity    d. Neutrality.
- 10) \_\_\_\_\_ style of leadership uses flexible leadership styles.  
a. Autocratic    b. Laissez faire  
c. Situational    d. Paternalistic.
- 11) \_\_\_\_\_ is a statement of anticipated results.  
a. Budget    b. MBO    c. Schedule    d. MBE.
- 12) Time and distance gap act as a \_\_\_\_\_ to effective communication.  
a. Bonus    b. Facilitator    c. barrier    d. Suitability.

CO1 to CO4 U, 10M  
R

**Q.3) State whether the following statements are True or false (Any Ten)**

- 1) F.W. Taylor is considered as the father of scientific management.
- 2) The Principles of management have only theoretical significance.
- 3) Management process is a onetime activity.
- 4) Co-ordination is the essence of management.
- 5) Professional managers make only reactive decisions.

- 6) MIS is continuous activity.  
 7) Delegation and decentralisation are synonymous.  
 8) Virtual organization has a physical set-up  
 9) In line and staff organisation, the power of command remains with the line executives.  
 10) A leader acts as a link between the top management and the work force.  
 11) Only financial factors affect motivation of employees.  
 12) Oral communication does not permit instant feedback.
- Q.2) Answer any two of the following** CO1 15M
- 1) Discuss briefly any eight principles of management by Henry Fayol. R,AP
- 2) Define management Explain the nature of management. R
- 3) Explain the significance of Indian ethos to management. R
- Q.3) Answer any two of the following** CO2 15M
- 1) Describe the components of planning. R
- 2) What are the essentials of sound decision making. R
- 3) Explain briefly the advantages of management by Exception. U
- Q.4) Answer any two of the following:** CO3 15M
- 1) Distinguish between Formal and Informal organisation structure. R & AP
- 2) Explain the factors influencing span of management. U
- 3) Discuss the Barriers to Delegation of Authority. R
- Q.5) Answer any two of the following :** CO 4 15M
- 1) Outline the factors influencing motivation. U
- 2) What are the qualities of a good leader. R
- 3) Elucidate the steps involved in controlling process. R
- Q.6) Answer any Four short Notes :** (CO1 TO CO 20M  
4)(U&R)
- 1) Bases of Departmentation.  
 2) Skills & Competencies in 21<sup>st</sup> Century.  
 3) Styles of Leadership.  
 4) Function of Management.  
 5) Organizational Structure.  
 6) MBO.

“Management is about arranging and Telling  
 Leadership is about nurturing and Enhancing.”