

M.O.D

( 2½ Hours)

[ Total Marks : 75

- N.B.: (1) Answer to all questions are compulsory.  
 (2) Figures to the right indicate full marks.

1. Answer any two of the following : 15
- (a) What is communication? What are the steps involved in communication process?
- (b) Define leadership. Explain in brief any six styles of leadership.
- (c) Explain the concepts of Transactional leaders and Transformational leaders.
2. Answer any two of the following : 15
- (a) Define co-ordination. Explain the importance of co-ordination.
- (b) Define motivation. Explain the motivational factors.
- (c) Briefly explain Two Factor Theory advocated by Herzberg.
3. Answer any two of the following : 15
- (a) Define controlling. Discuss the requirements of an effective control system.
- (b) Explain the following techniques of controlling:  
 (i) Budgetary control (ii) MBO (iii) Break even analysis
- (c) Explain the need to manage informations in an organisation?
4. Answer any two of the following : 15
- (a) Define organisational development. Explain the process of organisational development.
- (b) Explain the meaning and importance of time management.
- (c) Explain the consequences of conflict.
5. (a) Rewrite the answer by choosing the appropriate options given below : 5
- (i) Under \_\_\_\_\_ leadership style, subordinates make decisions.
- a) autocratic b) laissez-faire
- c) democratic d) participative

[ TURN OVER

