

Q.P. Code :23459

[Time: 2:30 Hours]

[Marks:75]

Please check whether you have got the right question paper.

- N.B: 1. All questions are compulsory. ■
2. Figures to the right indicate full marks.

- Q.1 Answer **any two** of the following: 15
a) Define management. Explain the functions of management.
b) Is management a Profession? Discuss.
c) Explain Taylor's scientific management.
- Q.2 Answer **any two** of the following: 15
a) What is planning? Briefly explain the components of planning.
b) What is decision making? Explain the importance of decision – making.
c) What is MBO? Explain the MBO process.
- Q.3 Answer **any two** of the following: 15
a) What is strategic business unit? What are its advantages?
b) What is delegation of authority? What are the barriers to effective delegation of authority?
c) What is informal organization? Explain the importance of informal organization.
- Q.4 Answer **any two** of the following: 15
a) Explain the importance of human resources in the organization.
b) Define job analysis. Explain the components of job analysis.
c) Define performance appraisal. Explain any five techniques of performance appraisal.
- Q.5 A) Rewrite the answer by choosing the appropriate options given below: 05
i) Frequent ----- increases selection and training costs.
a) Conflicts
b) Wastages
c) Labour turnover
d) Absenteeism
ii) The concept of MBO was popularised by ----- in 1950's.
a) James stoner ■
b) Peter Drucker
c) H.Koontz
d) Henry Fayol

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- iii) ----- is an obligation to perform a particular task.
 - a) Decentralization
 - b) Delegation
 - c) Authority
 - d) Responsibility
- iv) ----- gives details relating to the candidate who is supposed to do the job.
 - a) Job analysis
 - b) Job description
 - c) Job specification
 - d) Job evaluation
- v) ----- is a technique wherein the trainee is trained in an environment that closely reflects and represents actual work place.
 - a) Induction training
 - b) Refresher training
 - c) Job rotation
 - d) Simulation

B) State whether the following statements are true or false:

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- i) The top level managers spend much of their time in directing and controlling.
- ii) Responsibility is the answerability in respect of performance of the assigned duties.
- iii) Planned progression is one of the off – the job methods of training.
- iv) Job enlargement takes place at a similar level of a job.
- v) Psychological appraisal is conducted to find out the employee’s potential.

C) Match the following:

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Group A	Group B
1) Technical skill	a) Ability to acquire particular skill
2) Strategic planning	b) Supplementary chart
3) Master chart	c) Role playing
4) Aptitude test	d) Long – term planning
5) Class room method	e) Top level
	f) Lower level
	g) Chart of the entire organizational structure.