

Time : 3:00 Hours

Marks : 100

- Note: 1. All questions are compulsory.
2. Figures to the right indicates full marks.

- Q.1(A) Fill in the blanks with an appropriate option given below (Any 10) 10**
- 1 Management is a _____ undertaken by managers to attain objectives.
(Process / Routine / Game / Business)
 - 2 The lower-level management requires _____ skill more than other skills.
(Technical / Human / Legal/ Conceptual)
 - 3 _____ is known as the Father of Modern Management.
(Henry Fayol / F.W. Taylor / Robert Kahn, K.K.Choudhary)
 - 4 Frequent increases in _____ raise selection and training costs.
(Absenteeism / Labour turnover / Wastage / Productivity)
 - 5 _____ Plans are meant for repeated use.
(Standing / Single-use / Forecast / Decision)
 - 6 In _____ superior and subordinate collectively set the plans.
(MBO / Delegation / Decision-Making / Matrix)
 - 7 _____ skills refer to interpersonal skills.
(Human / Conceptual / Technical / Design)
 - 8 _____ Principle states one subordinate should receive instructions from one superior. (Unity of Command / Objective / Direction / Supervision)
 - 9 _____ means inter-linking of actions.
(Organizing / Coordination / Controlling/ Staffing)
 - 10 A _____ is a plan which expresses anticipated results in numerical terms.
(Budget / Schedule / Short-term plan/ Break-Even)
 - 11 _____ refers to the introduction of a person to the job and the organization.
(Induction training / Simulation / Job rotation /Job Enlargement)
 - 12 _____ deals with the cost and contribution of human resources to the organization. (HRA / MBO / HRP/ Training)

- Q.1(B) State whether the following statements are True or False. (Any 10) 10**

- 1 Taylor advocated the concept of mental revolution
- 2 Planning is a one-time activity.
- 3 Unity of Command avoids confusion and conflict.
- 4 Responsibility can be delegated.
- 5 HRA facilitates promotion of competent and capable employees.
- 6 Recruitment and selection mean the same thing.
- 7 Emotional Capital refers only to intellectual capital.
- 8 The Matrix system helps employees improve their knowledge and skills.
- 9 The top-level management spends most of its time in directing and controlling.
- 10 Short-range planning refers to planning up to one year.
- 11 Delegation is advantageous to superiors alone.
- 12 The concept of functional organization was introduced by F.W. Taylor.

- Q.2 Answer any two of the following. 15**
- a Define Management. Discuss its importance.
 - b Explain Taylor's Scientific Management theory.
 - c Describe the various functions of management.
- Q.3 Answer any two of the following. 15**
- a Bring out the constraints of planning.
 - b What is MBO? Explain its process.
 - c Enumerate the need and importance of decision-making.
- Q.4 Answer any two of the following. 15**
- a What is Matrix Organization? Explain its features.
 - b Elaborate the factors determining span of management.
 - c Write the advantages and disadvantages of virtual organization
- Q.5 Answer any two of the following. 15**
- a What are the components of Job Analysis?
 - b Briefly explain the various methods of training managerial personnel.
 - c State and explain the limitations of performance appraisal.
- Q.6 Write short notes on: (Any Four) 20**
- a Managerial skills in the 21st Century
 - b Management as a Profession
 - c Essentials of a good plan
 - d Advantages of Strategic Business Unit
 - e Sources of Recruitment
 - f Importance of Training
