

Q. 1 A) State whether the following statements are true or false : (any eight)

- 1) Planning is the secondary function of management.
- 2) Managerial skill was initially suggested by Henry Fayol.
- 3) Division of work means dividing the total time into small components.
- 4) Strategic planning process begins with mission. Delegation means transfer of authority.
- 5) Delegation means transfer of authority.
- 6) Policies are guidelines to action.
- 7) Workforce diversity is challenge for management.
- 8) Project is time bound activity.
- 9) Responsibility is easily delegated.
- 10) MBO means management by organisation.

B) Match the following:

- | A | B |
|-------------------------|---------------------------------|
| 1) Management | a) Top management |
| 2) Management roles | b) Co-ordination |
| 3) Management process | c) Management challenge |
| 4) Conceptual skill | d) Depends on situations |
| 5) Classical approach | e) Joint objective |
| 6) Contingency approach | f) Innovative |
| 7) Workforce diversity | g) Importance to production |
| 8) MBO | h) Conflict handle |
| 9) Planning | i) Alternative course of action |
| 10) Strategy | j) Emergency plan |

Q. 2 A) What is management? Explain six M's of it.

B) Explain main features of Burecrutic management.

OR

A) What is the importance of systems approach to management?

B) What is planning? Explain the steps involved in planning process.

- Q. 3** A) What is goal setting? Explain its importance in organisation.
B) What is decision making? Explain its features.

OR

- A) Explain Delphi Technique and Brain storming as forms of group decision making.
B) Explain behavioral theory of leadership in detail.

- Q. 4** A) Explain the steps in control process.
B) Planning and controlling move together. Explain.

OR

- A) Co-ordination is an essence of management. Explain.
B) Differentiate between Autocratic and Democratic leadership.

- Q. 5** Write short notes (any 3)

- A) MBO
B) Delegation of authority
C) Traits leadership theory
D) Budgetary control
E) Unity of command

— The End —