

Q.1.A] Fill in the blanks.

- 1) _____ means assigning work to others and giving them authority to do it.
- 2) _____ is end-function of management.
- 3) _____ means self-interest.
- 4) Performance appraisal is process of evaluating _____ performance.
- 5) The word ethic derived from Greek Word _____.

(05)

B] State whether following statement is true or false.

- 1) Management is not responsible to attain certain goals.
- 2) A professional does not require knowledge and skills.
- 3) Promotion means an improvement in pay, status and responsibilities.
- 4) Motivation is psychological process useful for encouraging employees.
- 5) Staffing is primary function of management.

(05)

C] Match the following.

(05)

A

- 1) Motivation
- 2) Maslow
- 3) Ethics
- 4) Planning
- 5) Delegation

B

- a) Code of conduct
- b) giving authority
- c) Encouraging employees
- d) Need theory
- e) Primary function

Q.2.A] Explain characteristics of management.

(08)

B] Explain importance of staffing.

(07)

OR

C] Explain steps of planning process.

(08)

D] What is delegation of authority? Explain in brief.

(07)

Q.3.A] Explain Need theory of motivation.

(08)

B] Explain benefits of performance appraisal.

(07)

OR

C] "Co-ordination is essential for management", explain.

(08)

D] What are the ethics in management?

(07)

Q.4.A] Explain Mintzberg's role of management.

(08)

B] Explain different types of plans.

(07)

OR

C] Explain Matrix organization structures.

(08

D] Explain difficulties in co-ordination.

(07

Q.5] Short notes. (Any 3)

(15

- 1) Motivation
- 2) 360 degree appraisal
- 3) Two types of interview
- 4) Unethical practices
- 5) Controlling

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