

(5 MARKS)

Q. 1 A. MCQ (1 x 1 MARKS)

1. Management helps in achieving _____
a. Company Goals b. Resources c. Costs d. Fame in Society
2. Planning is deciding in advance - what to do, when to do & how to do. It bridges the gap from where we are & where _____?
a. We want to be b. We were c. Was there d. Was supposed to be
3. Leadership- may be defined as a process by which manager guides and _____ the work of subordinates in desired direction.
a. Demotivates b. Influences c. Commands d. Purpose
4. Communications- is the process of passing information, experience etc from one person to another. It is a bridge of _____.
a. Thoughts b. Ideas c. Understanding d. Captions
5. According to Koontz & _____ "Controlling is the measurement & correction of performance activities of subordinates in order to make sure that the enterprise objectives to obtain them as being accomplished"
a. O'Donell b. Mc Donald c. Samuel d. Robert

(5 MARKS)

Q. 1 B. EXPLAIN THE BELOW. (1 X 1 MARKS)

1. Lower-Level Management.
2. Time Management
3. MBO
4. Feedback Controls
5. Span of Control

Q. 1. C. MATCH THE FOLLOWING. (1 x 1 MARKS)

(5 MARKS)

1.	Henry Fayol	Art & Science
2.	Management	Planning, Organising, Staffing, DirectingControlling
3.	Functions of Management	Supervision, Motivation, Leadership, Communication
4.	Directing	Scientific Management
5.	Frederick Winslow Taylor	Father of Fayolism

(15 MARKS)

Q.2 Answer the following Questions (Any 3)

1. What is Management & Importance of management?
2. Write a note on functions of Management.
3. Explain 6 "M" of Management.
4. Explain Henri Fayol's 14 principle of management.
5. Write note on levels of Management.

15 MARKS)

Q.3. Answer the following Questions (Any 3)

1. Define Planning & explain the characteristics of planning.
2. Explain the basic steps in the Management Planning Process.
3. What is Organisation Chart & explain the types of Organisational Chart.
4. Differentiate between Tall & Flat Organisation.
5. What is departmentation & explain departmentation by territory.

(15 MARKS)

Q.4. Answer the following Questions (Any 3)

1. Write a note on centralisation & its advantages.
2. Explain Maslow need of hierarchy theory.
3. Write note on Mc Greyor's Theory X & Y.
4. Write a note on Internal & external recruitment.
5. Write a note on principles of Coordination.

(15 MARKS)

Q.5. Answer the following Questions (Any 3)

1. Write a note on "Managerial Skills".
2. Write a note on POSDCORB
3. Write a note or Formal & Informal Organisation.
4. Define the term Leader & its qualities.
5. Write a note on Middle level management.