

ENCE

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

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- 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:

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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.

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B) Explain main features of Bureaucratic management.

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OR

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

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

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P.T.O.

- 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 —