

- Note: 1. All Questions are compulsory
2. Figures to right indicate full

Q.1 A) Fill in the blanks (Any 8)

(8)

- I. The present age is the age of _____. (i. Administrator, ii. Management, iii. Organization)
- II. Management is _____. (i. dynamic, ii. rigid, iii. Permanent)
- III. Planning is a _____ function (i. regular, ii. Continuous, iii. Final)
- IV. A problem well defined is a problem _____ (i. half baked, ii. half processed, iii. half solved)
- V. Departmentation by function is suitable to _____ organization. (i. small, ii. Medium, iii. Large)
- VI. Organization is derived from the word _____. (i. Organizational ii. Organizing iii. Organism)
- VII. Selection is a _____ function (i. Negative ii. Positive iii. Neutral)
- VIII. Recruitment is _____ for prospective candidates (i. Searching ii. Announcing iii. Invitation)
- IX. Motivation is _____ and encouraging (i. Rigid ii. Inspiring iii. Winning)
- X. Co-ordination develops _____ (i. Team work ii. Oral Communication iii. Freedom)

B) Match the following (Any 7)

(7)

A	B
Stability of tenure	Human pursuit
Art	Philosophy of management
Mission	Security of job
Planning	Rules and Regulation
Organisation	Future Oriented
Process of organizing	Right man to right job
Direction	Identification of activities
Staffing	Setting standards
Controlling	Unity of Command
Recalls	Internal sources of recruitment

A) Explain 14 principles of Henri Fayal

(8)

OR

Explain main characteristics of planning

(7)

Point out the advantage of decision making

(8)

Why delegation of authority is needed?

(8)

Describe the steps involved in selection procedure

(7)

OR

- C) Distinguish between formal organization and Informal Organization
- D) Define organization. Explain its importance.

- Q.4. A) Distinguish between recruitment and selection
- B) Define controlling. What are the essentials of a good control system?

OR

- C) Describe any four types of interview
- D) Explain the traits of a successful leader

- Q.5 A) Explain any five leadership styles
- B) What are the factors affecting staffing

OR

C) Shorts Notes (Any 3)

1. Policies and Strategies
2. Six Ms of Management
3. Employment test
4. Principles of direction
5. Steps in controlling