

Note: All Questions are compulsory carrying 15 marks each.

Q.1(A) Select the correct option and rewrite any eight of the following statements: (Any 08) (8 marks)

1. Management uses \_\_\_\_\_ of management.  
(4Ms, 5Ms, 6Ms)
2. Authority refers to \_\_\_\_\_.  
(power to take decisions, reward for action, Obligation)
3. Planning is a \_\_\_\_\_ process.  
(physical, virtual, mental)
4. The \_\_\_\_\_ plans are meant for repeated use.  
(standing, single-use, realistic)
5. The objectives of the organisation must be \_\_\_\_\_.  
(general, common, specific)
6. Delegation means \_\_\_\_\_ of authority.  
(surrender, submission, transfer)
7. \_\_\_\_\_ is a process of choosing right person for the right job.  
(Recruitment, Selection, Staffing)
8. Interview is the base of \_\_\_\_\_ selection.  
(primary, final, personal)
9. The orders and instructions are initiated by \_\_\_\_\_ management.  
(top level, lower level, middle level)
10. Co-ordination develops \_\_\_\_\_.  
(oral communication, team work, freedom)

Q.1(B) State whether the following statements are true or false (any seven): (7 marks)

1. Management is applicable to business and non-business organizations.
2. Stability of tenure means security of job.
3. Planning is comprehensive.
4. Planning is a future related activity.
5. Departmentation is necessary in small organizations.
6. Positions are clearly defined in informal organizations.
7. Deputation of employees is one of the external source of recruitment.
8. Structured interview is a non-planned interview.
9. Co-ordination should begin at an early stage of managerial process.
10. Direction is the action element in business.

Q.2 (a) Explain the meaning and features of decision making. (8 marks)

(b) Define management. Explain its objectives. (7 marks)

OR

- Q.2 (a) Explain any eight principles of management. (8)  
(b) Discuss the steps in planning process. (7)
- Q.3 (a) What are the factors determining staffing policies? (8)  
(b) State the significance of organizing. (7)
- OR
- Q.3 (a) What is departmentation? Explain the bases of departmentation. (8)  
(b) Explain the selection procedure. (7)
- Q.4 (a) What are the traits required for an effective leader? (8)  
(b) Define delegation of authority. What are the obstacles to delegation on the part of subordinates. (7)
- OR
- Q.4 (a) Explain the different types of interviews. (8)  
(b) Discuss the different motivational factors. (7)
- Q.5 (a) What are the sources of recruitment? (8)  
(b) Discuss the importance of co-ordination. (7)
- OR
- Q.5 Write short notes on:(any three) (15)  
(a) Write a note on managerial skills.  
(b) Features of sound planning.  
(c) Advantages of centralisation of authority.  
(d) Types of employment test.  
(e) Principles of directing.

— The End —