

Duration: 2 ½ hrs**Marks: 75**

Note: 1. All questions are compulsory with internal choices
2. Figures to the right indicate marks

Q.1a) Select the correct option & rewrite the statement (Any8)**(08)**

1. Management is _____.
a. rigid b. dynamic c. permanent
2. Management uses _____ of management.
a. 4Ms b. 6Ms c. 8Ms
3. _____ is the essence of management
a. Planning b. Coordination c. Controlling
4. Decision making is a _____ oriented process
a. performance b. result c. goal
5. Planning is a _____ process.
a. mental b. virtual c. physical
6. Delegation _____ the burden on management.
a. increases b. reduces c. balances
7. Centralization provides _____ to policy.
a. dispersal b. concentration c. uniformity
8. Interview is the base of _____ selection
a. personal b. primary c. final
9. Personality test measures _____ of candidates.
a. balance b. maturity c. immaturity
10. Democratic leader acts as a good _____.
a. administrator b. listener c. manipulator

Q.1b) Match the Columns (Any 7)**(07)****Column A**

- 1 Barriers to delegation
- 2 Motivation
- 3 Non-monetary
- 4 Leadership
- 5 Esprit de corps
- 6 Recalls
- 7 Decentralization
- 8 Unity of command
- 9 Departmentation by process
- 10 Alternative plans

Column B

- A Team spirit
- B Bonus
- C Stand-by arrangement
- D External source of recruitment
- E Textile mill
- F Better designation
- G Emotional maturity
- H Good control system
- I Costly
- J Internal source of recruitment
- K Fear of criticism
- L One superior

Q.2) Answer the following

- a. Briefly explain Henry Fayol's principle of management. (08)
- b. Explain the nature of management. (07)

OR

- c. Define planning & state its importance. (08)
- d. Explain the process of planning. (07)

Q.3) Answer the following

- a. Describe the different types of interviews that are conducted in organisation. (08)
- b. What are the factors affecting decentralization? (07)

OR

- c. State the advantages & disadvantages of informal organisation. (08)
- d. What is recruitment & state its sources? (07)

Q.4) Answer the following

- a. Explain leadership & describe any five styles of leadership. (08)
- b. What are the factors affecting motivation? (07)

OR

- c. What is controlling? Explain the steps in controlling. (08)
- d. Distinguish between recruitment & selection. (07)

Q.5 Short Notes (any 3) (15)

- a. Levels of management
- b. Decision making
- c. Centralization
- d. Employment test
- e. Leadership traits
