

SUBAF
16/10/18

Q.P. CODE: 36573

Duration: 2 ½ hrs

Marks: 75

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

Q1. (A). Select the correct alternative and rewrite the sentence (Any 8)

(08)

1. Management is _____ not absolute.
(Degree, relative, passing)
2. Planning is a _____ function.
(Regular, continuous, final)
3. Sound decisions raise morale of _____.
(Policy makers, decision makers, home makers)
4. Departmentation by functions is suitable to _____ organizations.
(Small, medium, large)
5. _____ to direct is a barrier to delegation.
(Ability, inability, fear)
6. Interview is the base of _____ selection.
(Primary, final, personal)
7. Staffing is a _____ management function.
(National, regional, universal)
8. Motivation is _____ to perform.
(Asking, willingness, postponing)
9. Coordination develops _____.
(Team work, oral communication, freedom)
10. Democratic leader acts as a good _____.
(Administrator, manipulator, listener)

B. State whether the following statements are True or False (Any 7)

(07)

1. Worker participation is a non-monetary incentive.
2. Selection differentiates between applicants.
3. Responsibility is delegated.
4. Positions are clearly defined in informal organization.
5. Decision making is a joint product.
6. Planning equals rigidity.
7. Dual command is always dangerous.
8. Supervisors depend on conceptual skills.
9. Management is a physical science.
10. A good coordinator is not a good leader.

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Q2. Answer the following questions

- A. Explain 14 principles of Henri Fayol. (08)
- B. Distinguish between Administration & Management. (07)

OR

- C. Discuss the role of management in modern business. (08)
- D. Identify levels of management and explain functions at each level. (07)

Q3. Answer the following questions

- A. Define planning & state its limitations. (08)
- B. Explain the features of sound planning. (07)

OR

- C. Define organization and explain its importance? (08)
- D. Distinguish between formal and informal organization? (07)

Q4. Answer the following questions

- A. What are the different types of interview conducted in an organisation? (08)
- B. Briefly explain the selection process. (07)

OR

- C. Explain the principles of direction? (08)
- D. Explain the qualities of a good leader? (07)

Q5. Answer the following questions

- A. Explain any five leadership styles. (08)
- B. Explain the importance of coordination in business? (07)

OR

Q5. Write Short Notes on: (Any three) (15)

- (a) Decision making process
- (b) Departmentation
- (c) Sources of recruitment
- (d) Factors of motivation
- (e) Delegation
