Q.1 a) State whether the following statements are true or false (any 8)　　　08

1. Goals need not to be specific

2. Staffing reduces efficiency of the firm

3. Internal sources of recruitment is non Biased in nature

4. Exit interviews are conducted while selecting the candidate

5. Directing does not follow the chain of command

6. Management is all persuasive in nature

7. Subordinates should be given freedom to come up with suggestions and ideas

8. Planning is goal oriented

9. Planning is a link between past present and future

10. Decentralization brings specialisation

b) Match the Coloum　　(any 7)　　　07

A	B
1. Grapevine	a. rules of thumbs
2. Authority	b. Teamwork
3. Brainstorming	c. qualification
4. Heuristic	d. line of command
5. Scalar chain	e. strict leader
6. Esprit de Corps	f. active mentor
7. Autocratic style	g. internal sources of recruitment
8. Coach	h. power
9. Job specification	i. internal communication
10. Transfers	j. Alex husband

Q.2   a) Explain the steps in the planning process   08

        b) Define Management and explain its nature   07

<center>OR</center>

    c) Define planning and what are the limitations of planning?   08

    d) What is the importance of management in business organisation   07

Q.3   a) Explain which factors are influencing centralisation   08

        b) Define organising and explain the significance of it.   07

<center>OR</center>

    c) What is delegation ? Explain the process of delegation   08

    d) Explain the principles of effective organisation   07

Q.4   a) Explain the differnce between centralisation and decentralization   08

        b) what are the sources of recruitment?   07

<center>OR</center>

    c) Explain the steps involved in selection process   08

    d) Define staffing and explain its nature   07

Q.5   a) What is Good control system? Explain its importance   08

        b) Define Motivation. Explain the factors influencing motivation   07

<center>OR</center>

    c) Write short notes (any three)   15

1. Leadership styles

2. Programmed decisions techniques

3. Employment tests

4. Types of interviews

5. Levels of Management