

VCD 290323 SYBAF:-FCM (Foundation Course in Management) SEM IV

Marks:-75

Time:-2 ½ hours.

NB:- 1. All questions are compulsory.

2. Figures to the right indicate full marks.

Q1. A. State True or False:-(Any 8)

(08)

1. Directing is a continuous process.
2. Staffing is multi-dimensional.
3. Management is an art as well as a science.
4. Planning is time consuming.
5. Exit interview is conducted when a valuable employee leaves the job.
6. Henry Fayol suggested 13 principles of Management.
7. Goals need not be specific.
8. Authority should always be more than responsibility.
9. Administration and management are synonymous.
10. Discipline is not required at all the levels of organisation.

Q1. B. Match the following:-(Any 7)

(07)

Group A

Group B

- |                       |                                    |
|-----------------------|------------------------------------|
| 1. Bureaucratic style | a. Interlinking activities         |
| 2. Scalar chain       | b. Power                           |
| 3. Job description    | c. Social justice                  |
| 4. Grapevine          | d. Acts as a work map              |
| 5. Coach              | e. External source of recruitment. |
| 6. Ads                | f. Active mentor                   |
| 7. Good plan          | g. Informal communication          |
| 8. Equity             | h. Duties                          |
| 9. Authority          | i. Line of command                 |
| 10. Coordination      | j. Government department           |

Q2. a. Explain the objectives of management.

(08)

b. Discuss any seven principles of management.

(07)

OR

c. Define Planning. State its characteristics.

(08)

d. Explain the concept and features of decision-making.

(07)

Q3. a. Explain the steps in Organising process. (08)

b. Elaborate the disadvantages of Informal organisation. (07)

OR

c. Describe Recruitment and its various Sources. (15)

Q4. a. Explain the concept and nature of staffing. (08)

b. Discuss the different types of employment tests. (07)

OR

c. What are the factors influencing motivation? (15)

Q5. a. Bring out the traits of Effective Leaders. (08)

b. State the essential features of a Good Control System. (07)

OR

c. Write Short Notes on:- (Any 3) (15)

1. Limitations of planning.

2. Characteristics of management.

3. Formal organisation.

4. Types of interviews.

5. Leadership styles.