

Notes:- 1) All the questions are compulsory.

2) Figures to the right indicates maximum marks.

Q1)A) Choose the correct option. (Any ten)

(10)

1. \_\_\_\_\_ function of management facilitates SWOT analysis.  
(Planning, Organising, Controlling)
2. \_\_\_\_\_ is one of the dimensions of management stated by Peter Drucker.  
(Time, Space, Motion)
3. \_\_\_\_\_ developed a theory of Bureaucratic management.  
(Karl Marx, Max Weber, Peter Drucker)
4. \_\_\_\_\_ is a timetable for activities.  
(Schedule, Budget, Procedure)
5. \_\_\_\_\_ introduced the Brain Storming technique of decision-making.  
(Peter Drucker, Alex Osborn, Henri Fayol)
6. \_\_\_\_\_ is a single use plan.  
(Rule, Budget, Mission)
7. In \_\_\_\_\_ organization, there are many levels of management.  
(Tall, medium, flat)
8. Co-ordination means \_\_\_\_\_ in an organization.  
(co-operation, interlinking of actions, commonality)
9. \_\_\_\_\_ is a function of leadership.  
(Vision, Confidence, Directing)
10. \_\_\_\_\_ refers to interpersonal skills.  
(Administrative, Human, Conceptual)
11. \_\_\_\_\_ is a financial factor influencing motivation.  
(Bonus, Participation, Job Security)
12. Under \_\_\_\_\_ structure employee's work under dual authority.  
(formal, informal, matrix)

B) State whether True or False. (Any ten)

(10)

1. Elton Mayo is credited with Hawthorne Experiment.
2. Division of work only leads to specialization.
3. Manager need not encourage initiative on the part of the employees.
4. MIS is a continuous activity.
5. A procedure is a standing plan.
6. Decision-making is occasional in nature.

7. Ideal span of management ensures good team spirit.
8. Indian Ethos focuses on process oriented work culture.
9. Noise is a semantic barrier in communication.
10. Cultural diversity causes communication problem.
11. Planning is a Secondary function of management.
12. Budgetary control techniques is quantitative in nature.

**Q2) Answer any two**

**(15)**

- a) Explain the significance of Indian Ethos to management.
- b) What are the contribution of two F.W. Taylor under scientific Management.
- c) Describe the functions of management.

**Q3) Answer any two.**

**(15)**

- a) Explain any 8 components of planning.
- b) Describe the steps in MBC process.
- c) What are the essential of sound decision making?

**Q4) Answer any two.**

**(15)**

- a) What are the factors influencing decentralization of authority.
- b) Explain the features of matrix organization.
- c) Explain the bases of departmentation.

**Q5) Answer any two.**

**(15)**

- a) Explain different leadership styles.
- b) Explain the importance of motivating employees.
- c) Explain Barriers of effective Communication.

**Q6) Short Note (Any Four)**

**(20)**

- a) Management skills
- b) MBE
- c) Virtual Organisation
- d) Centralisation
- e) Delegation of authority
- f) Formal and Informal organization

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