

11/12/2014

Business Mgt Paper V Mgt and organi-
- zation Deve

QP Code : 04269

(2 Hours 30 Min)

[Total Marks : 75

- N.B. : (1) Answer to all Questions are compulsory.
(2) Figures to the right indicate full marks.

Q 1. Answer any two of the following : 15
(a) Define management Explain its characteristics.
(b) Is management a profession? Discuss
(c) Explain the functions of management

Q. 2 Answer any two of the following : 15
(a) What is decision-making? Explain the steps in decision-making.
(b) Explain the limitations of planning.
(c) What is MBO? Explain the process of MBO.

Q. 3 Answer any two of the following :- 15
(a) What is matrix organisation? Explain its advantages and disadvantages.
(b) What is delegation of authority? Explain the barriers to effective delegation.
(c) What is virtual organisation? Explain its features.

Q. 4 Answer any two of the following :- 15
(a) Explain the steps involved in the selection process.
(b) What is training? Discuss the advantage of training.
(c) What is performance appraisal? Explain any seven techniques of performance appraisal.

Q. 5 (A) Rewrite the answer by choosing the appropriate options given below : 5
(i) _____ involves analysis of each element of a job, and then recording the time taken in performing each element.
(a) HRA (b) Fatigue study
(c) Time study (d) Job specification
(ii) Contingency approach is also referred as _____ approach.
(a) human resource (b) administrative
(c) scientific (d) situational

- (iii) _____ is the process by which a superior transfers formal authority to his subordinate.
 (a) Decentralisation (b) Delegation
 (c) Authority (d) Responsibility
- (iv) In _____ chart, the top position are shown at the left and those with lower authority are shown towards the right.
 (a) vertical (b) master
 (c) departmental (d) horizontal
- (v) _____ is a group of individuals who meet for the purpose of affecting an integration of ideas concerning a solution for some problem.
 (a) MBO (b) Matrix
 (c) Virtual organisation (d) Committee

B)

State with reasons whether the following statements are True or False :

- (i) Management is applicable only to business organisation.
 (ii) Corporate planning is the responsibility of top management.
 (iii) Informal organisations is a structure of well - defined authority and responsibility.
 (iv) Job specifications is the functional details involved in a job performance
 (v) Job rotation is one of the off-the-job methods of training.

C)

Match the following :

Group A	Group B
(i) Route clerk	(a) Appraisal on the basis of one positive quality
(ii) Policies	(b) Long-term planning
(iii) Induction Training	(c) Statements that guide decision - making
(iv) Strategic planning	(d) Method of handling future activities
(v) Halo Effect	(e) Sequence of operations
	(f) Introductions of a person to job and to the organisation
	(g) Appraisal on the basis of one negative quality.