

SEM-V

P.Y.B-Com

NOV 2022

Time: 3 hours

Marks: 100

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

Q.1 (A) Fill in the Blanks with appropriate words and rewrite the same. (Any 10) **10 marks**

1. The lower level management requires _____ skill more than other skills.
(Technical, Human, Legal, Conceptual)
2. _____ is a systematized body of knowledge that is universally accepted.
(Art, Science, Profession, Planning)
3. _____ is known as the Father of Modern Management.
(Henry Fayol, F.W. Taylor, Robert Kahn, W.G. Scott)
4. _____ Plans are meant for repeated use. (Forecast, Decision, Single use, Standing)
5. In _____ both superior and subordinate collectively formulate the plans.
(Decision Making, Management by Objectives, Span of Control, Delegation of Authority)
6. _____ is a process of identifying and selecting a course of action to solve a specific problem.
(Directing, Communicating, Decision Making, Leading)
7. In _____ organization people are consciously coordinated towards achieving a common goal.
(Informal, Formal, Traditional, Department)
8. _____ is a number of subordinates who can be supervised and managed effectively.
(Delegation of authority, Departmentation, Leadership, Span of control)
9. Unity of _____ implies one subordinate should receive instructions from one superior.
(Direction, Objective, Command, Control)
10. _____ is concerned with the measurement of the cost and value of people in the organization. (HRP, HRA, Job Analysis, Motivation)
11. _____ is a process of evaluating the work performance of employees.
(MBO, Delegation of authority, Performance appraisal, Recruitment)
12. _____ is the first step in the selection process.
(Job analysis, Recruitment, Staffing, Advertising)

Q. 1(B) State whether the following statements are True or False. (Any 10) **10 marks**

1. Management is a social science.
2. Theory Y assumes that the people are self-motivated and seek responsibilities.
3. Contingency approach is also known as situational approach.
4. Objectives are single use plans.
5. Corporate planning is related with a specific department planning.
6. Planning is secondary function of management.
7. Matrix organization structure is also known as hybrid structure.
8. In delegation of authority, superior transfers both authority and responsibility to his subordinate.

9. Virtual organization is temporary in nature.
10. Job description includes minimum qualities required from the candidate.
11. Campus recruitment is an internal source of management.
12. Refresher training includes the introduction of a person to the job and to the organization.

Q.2 Answer any two of the following

(15 marks)

- a) Define management. Discuss different managerial skills.
- b) Describe the administrative approach of management.
- c) Discuss different functions of management.

Q.3 Answer any two of the following

(15 marks)

- a) State and explain the meaning and merits of planning.
- b) Briefly explain the components of planning.
- c) Describe the steps in the decision-making process.

Q.4 Answer any two of the following

(15 marks)

- a) Define Organizing. Discuss its principles.
- b) Explain the bases of departmentation.
- c) Describe the barriers in the delegation of authority.

Q.5 Answer any two of the following

(15 marks)

- a) Discuss the merits and demerits of Human Resource Accounting (HRA)
- b) State and explain the different methods of training.
- c) Describe techniques of performance appraisal.

Q.6 Write Short Notes on :(Any four)

(20 marks)

- a) Management as an art
- b) Characteristics of Planning
- c) Advantages of Strategic Business Unit
- d) Features of Matrix Organisation
- e) Internal Sources of recruitment
- f) Importance of job analysis
