

26102023

Time: 3 hours

Marks: 100

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

Q.1) A) Select the appropriate answer from the options given below (Any 10) 10 marks

1. Management is a process undertaken by manager to attain _____.
(Performance, Staffing, Objectives, Rules)
2. The process of management is _____ in nature. (Continuous, Stable, Unstable, Static)
3. Computers can aid managers in _____. (Directing, Creating ideas, Decision-making, Results)
4. The contingency approach is also referred to as the _____ approach.
(Situational, Behavioural, System, Matrix)
5. Planning is _____ related activity. (Future, Past, Present, Integrated)
6. Policies define the _____ within which the decisions can be made.
(Flexibility, Programmes, Boundaries, Planning)
7. The concept of MBO was popularized by _____ in 1950s.
(Peter Drucker, Harold Koontz, Mary parker Follet, K.K. Choudhary)
8. _____ is the power to make decisions. (Decentralization, Planning, Responsibility, Authority)
9. _____ means inter-linking of actions. (Organizing, Co-ordination, Controlling, Directing)
10. _____ is a process by which a superior transfers formal authority to his subordinate.
(Decentralization, Delegation, Directing, Responsibility)
11. _____ is defined as filling and keeping filled, positions in the organization structure.
(Recruitment, Selection, Coordination, Staffing)
12. _____ refers to the introduction of a person to the job and to the organization.
(Induction training, Refresher training, Job rotation, Simulation)

B) State whether the following statements are True or False (Any 10) 10 marks

1. Computers can replace managers.
2. The top-level managers spend much of their time in directing and controlling.
3. The systems approach enables managers to take inappropriate decisions in their organization.
4. Short-range planning refers to planning for a short period of time, normally up to one year.
5. A good plan acts as a working map.
6. The managers should do a SWOT analysis before making any decisions.
7. V.A. Graicunas strongly advocates the principle of Management.
8. Delegation is advantageous to superiors alone.

9. Responsibility is the answerability with respect to the performance of the assigned duties.
10. On-the-job training is imparted on the job, within the company.
11. Performance appraisal is a process of evaluating the work performance of the employees.
12. Job analysis is the starting point of recruitment and selection.

Q.2 Answer the following (any 2)

15 marks

- a. Is Management a Profession? Discuss
- b. Describe the various elements of scientific management theory.
- c. Explain the functions of management in a typical business management.

Q.3 Answer the following (any 2)

15 marks

- a. Bring out the constraints of planning.
- b. Explain the different steps in the planning process.
- c. Elucidate the need and importance of decision-making.

Q.4 Answer the following (any 2)

15 marks

- a. State briefly the importance of informal organization.
- b. What is the Span of Control? Explain the factors determining the span of control.
- c. Explain the barrier to effective delegation on the part of the superior and subordinate.

Q.5 Answer the following (any 2)

15 marks

- a. List out the advantages and disadvantages of human asset accounting.
- b. Explain the various sources of recruitment
- c. Briefly state the various methods of training for managerial personnel.

Q.6 Write Note on (Any 4)

20 marks

- a. Managerial skills in the 21st Century
- b. Essentials of a good plan
- c. Matrix Organization
- d. Virtual Organization
- e. Selection Process
- f. Limitations of performance appraisal
