

Time: 3 hours

Marks: 100

N.B: 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

1. Management is a \_\_\_\_\_ undertaken by managers to attain objectives.  
(Business, Game, Process, Routine)
2. Frequent \_\_\_\_\_ increases selection and training costs.  
(Conflicts, Labour turnover, Wastages, Absenteeism)
3. \_\_\_\_\_ skills refer to inter-personal skills.  
(Human, Conceptual, Technical, Designs)
4. \_\_\_\_\_ are the end towards which actions are directed.  
(Objectives, Strategies, Policies, Procedures)
5. A \_\_\_\_\_ is a time-table for activities.  
(Objectives, Plan, Projects, Schedule)
6. \_\_\_\_\_ is a plan which expresses the anticipated results in numerical terms.  
(Long-term plan, Short-term plan, Budget, Schedule)
7. \_\_\_\_\_ means inter-linking of actions.  
(Organizing, Co-ordination, Controlling, Directing)
8. V.A. Graicunas strongly advocated the principle of \_\_\_\_\_.  
(Organizing, Management, Span of Control, Delegation)
9. The \_\_\_\_\_ organization uses two or more co-existing structures.  
(Functional, Line, Matrix, Line and Staff)
10. \_\_\_\_\_ is a process of choosing right person for the right job.  
(Recruitment, Selection, Coordination, Staffing)
11. \_\_\_\_\_ refers to the introduction of a person to the job and to the organization.  
(Induction training, Refresher Training, Job Rotation, Simulation)
12. \_\_\_\_\_ deals with the cost and contribution of human resources to the organization.  
( MBO, BARS, HRA, HRP)

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

1. Planning refers to making arrangement of resources to undertake marketing activities.
2. Taylor advocated the concept of mental revolution.
3. Forecasting is the process of estimating current events.
4. The Top management frames plan and policies from long term point of view.
5. Responsibility can be delegated.
6. Policies define the boundaries within which the decisions can be made.
7. The concept of functional organization was first introduced by Philip Kotler.
8. The matrix system help the employees to improve their knowledge and skills.
9. In a Virtual Organization leaders do not get support from the team members.
10. HRA facilitates promotion of competent and capable employees.
11. Emotional Capital refers to only intellectual capital.
12. Retraining is a combination of refresher and job training.

**Q.2) Answer the Following (Any 2) 15**

- a. Define Management. Discuss its importance.
- b. Explain Taylor's Scientific Management theory.
- c. Describe the various functions of management.

**Q.3) Answer the Following (Any 2) 15**

- a. Bring out the constraints of planning.
- b. What is MBO? Explain its process.
- c. Enumerate the need and importance of decision-making.

**Q.4) Answer the Following (Any 2) 15**

- a. What is Matrix Organization? Explain its features.
- b. Elaborate the factors determining span of management.
- c. Write the advantage and disadvantage of virtual organization.

**Q.5) Answer the Following (Any 2) 15**

- a. What are the components of Job Analysis?
- b. Briefly explain the various methods of training managerial personnel.
- c. State and explain the limitations of performance appraisal.

**Q.6) Write Short Notes on (Any 4) 20**

- a. Managerial skills in 21<sup>st</sup> Century
- b. Management as a Profession.
- c. Essential of a good plan.
- d. Advantages of Strategic Business Unit.
- e. Sources of Recruitment
- f. Importance of Training

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