

# SUB : COM-II

Max. Marks: 100

Max Time: 3 hours

Note: All questions are compulsory. Figures to the right indicate maximum marks.

Q.1 A) Choose the correct alternative from the options given below. ANY TEN 10 marks

1. Esprit de corps refers to -----( team spirit, controlling, management)
2. There must be a balance between authority and \_\_\_\_\_( Responsibility, structure, power )
3. The \_\_\_\_\_management requires more of conceptual Skill. ( Top, middle , lower)
4. The lower level management requires more of \_\_\_\_\_Skill ( Conceptual, Technical, Directing)
5. \_\_\_\_\_ is known for scientific management theory ( Henry Fayol, Drucker, F.W.Taylor)
6. \_\_\_\_\_ refers to the orders must be received only from one superior.( Unity of direction, unity of command, scalar chain)
7. \_\_\_\_\_ means the number of people that can be handled well. ( Span of control, decentralisation, direction)
8. \_\_\_\_\_ means philosophy of a company (Vision, philosophy, Mission)
9. Brain storming is a technique for \_\_\_\_\_. ( communicating, decision making, coordinating )
10. \_\_\_\_\_ is a theory of focusing only on exceptional issues at work. ( MBE, MBO, Matrix )
11. \_\_\_\_\_organisation makes use of grapevine. ( Informal, formal, bureaucratic)
12. Plans need to be \_\_\_\_\_ ( Rigid, flexible, complex)

B) State whether the following statements are TRUE or FALSE. ANY TEN 10 marks

1. MBO focuses on routine activities in a company.
2. Decision making is regular in nature.
3. There must be imbalance between authority and responsibility.
4. External environment indicates Strengths.
5. Internal environment indicates opportunities.
6. Planning helps to manage risk.
7. Positive Feedback is a non-monetary incentive.
8. language is a nonverbal form of communication.
9. In autocratic leadership the leader gives complete freedom to subordinates.
10. Virtual organisation does not depend on technology.
11. Indian Ethos is based on western Scriptures.
12. Nature of work is one of the factors affecting span of management.

**Q.2 Attempt ANY TWO from the following:**

**15 marks**

- a) Explain the skills required by a 21st century manager.
- b) Explain the nature of management.
- c) Explain Taylors Scientific management Theory.

**Q.3 Attempt ANY TWO from the following:**

**15 marks**

- a) What are 4 components of planning.
- b) Explain impact of technology on decision making.
- c) What are advantages of MBE.

**Q.4 Attempt ANY TWO from the following:**

**15 marks**

- a) What are barriers to delegation ?
- b) Write a note on the various bases of departmentation.
- c) Distinguish between formal and informal organisation?

**Q.5 Attempt ANY TWO from the following:**

**15 marks**

- a) Explain the factors affecting motivation.
- b) What is the importance of communication?
- c) Explain any four leadership styles.

**Q.6. Answer ANY four short notes:**

**20 marks**

- a. MBE
- b. Indian Ethos
- c. Qualities of a leader.
- d. Span of management
- e. Virtual Organisation

\*\*\*\* All the best\*\*\*\*