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**NB: All Questions Are compulsory**

**Max Marks: 100**

**Figures to the right indicate full marks**

**Max. Time: 3 hours**

**Q.1. Objective Questions:**

**A) Choose the correct answer from the options given below: (ANY 10) 10 Marks**

1. \_\_\_\_\_ is considered father of scientific Management. (F.W.Taylor, Henri Fayol, Maslow)
2. Indian Ethos is based on \_\_\_\_\_ scriptures. (Indian, Greek, Latin)
3. \_\_\_\_\_ is a single use plan. (Budget, Mission, Rules)
4. \_\_\_\_\_ reflects the philosophy of management. (Mission, Vision, Budget)
5. \_\_\_\_\_ are guidelines. (Policies, Procedures, Mission)
6. \_\_\_\_\_ style of leader involves everyone in decision making. (Democratic, Autocratic, Monarchy)
7. A good leader must take \_\_\_\_\_ (initiative, Money, power)
8. Top Level management requires more of (Technical skills, Conceptual Skills, Communication Skills.)
9. Principle of Equity refers to (Social Justice, Equality, Disparities)
10. Brain Storming is a technique of \_\_\_\_\_ (Decision Making, interviewing, communication)
11. MBE looks after \_\_\_\_\_ (Exceptional work, Routine work, Normal work)
12. \_\_\_\_\_ is suitable for large sized organisation. (Centralisation, Decentralisation, tiny)

**B) State whether the following statements are true or false. (ANY 10) 10 marks**

1. Lower management requires more of technical skills.
2. Management is the art of getting things done with the help of others.
3. Virtual organisation is temporary in nature.
4. Formal Organisation has authority.
5. Span of management is the number of juniors that a senior can handle.
6. An autocratic leader involves all in decision making.
7. Appreciation and recognition are monetary factors of motivation.
8. No organisation can be completely centralised or decentralised.
9. Scalar chain means to follow the line of command.
10. MBO means management by exception.
11. Technology helps to speed up decision making.
12. Authority and responsibility are synonymous.

**Q.2) Answer ANY TWO.**

**15 marks.**

- 1) What is the nature of management?
- 2) What are the management skills required for 21st century managers?
- 3) Explain any 8 principles of management by Henri Fayol.

**Q.3) Answer ANY TWO.**

**15 marks.**

- 1) What are the steps in planning?
- 2) Explain the features of Matrix Organisation
- 3) What is the impact of technology on decision making?

**Q.4) Answer ANY TWO.**

**15 marks.**

- 1) Explain the barriers in delegation of authority from a superior.
- 2) What are the factors determining span of management.
- 3) What are the features of formal organisation?

**Q.5) Answer ANY TWO.**

**15 marks.**

- 1) What are the non-monetary factors affecting motivation?
- 2) What are the barriers to communication?
- 3) What are the qualities of a good leader.

**Q.6) Answer ANY FOUR short notes.**

**20 marks.**

- |                             |                                  |
|-----------------------------|----------------------------------|
| 1) MBE                      | 4) Line and Staff Organisation   |
| 2) Bases of Departmentation | 5) Centralisation                |
| 3) Virtual Organisation     | 6) Techniques of decision making |

\*\*\*\*\* All the Best\*\*\*\*\*