

SYBAF sem IV Reg & A.T.K.T. Exam March-2020

Subject: Foundation Course in Management (SYBAF)

1613/20

Time: 2 hours and 30 minutes

Marks: 75



Note: 1. Attempt all questions

2. Figures to the right indicate full marks

Q.1. A: State whether the following statements are True or False: (any 8) (8)

1. Leadership is followership.
2. Directing does not follow the chain of command.
3. Motivation is the art of getting things done willingly through others.
4. Dual Command ensures that work is completed efficiently.
5. Job security is a non-monetary incentive.
6. Planning is only applicable to business organizations.
7. Informal organizations are formed from social ties in an organization.
8. Goals need not be specific.
9. References should be cross checked and verified during selection process of the candidate.
10. Panel Interview is conducted by a group of experts for an important position in the firm.

Q.1. B. Match the column: (Any 7) (7)

1.	Directing	A	Bonus
2.	Division of work	B	Goal oriented process
3.	Motivation	C	Non programmed Decision making
4.	Leadership	D	Principle of management
5.	Administrative ability	E	Emotional Maturity
6.	Barriers to delegation	F	Stand by arrangements
7.	Decision making	G	Fear of criticism
8.	Alternative plans	H	Creation of responsibility
9.	Delphi	I	Achieving results
10.	Delegation	J	Unity of command

Q.2. A. What is management? What are the objectives of management? (8)

B. Define planning. What are the characteristics of planning? (7)

OR

C. What are the limitations of planning? (8)

D. Discuss any the various levels of management. (7)

Q.3. A. Write a brief note about basic and secondary principles of management. (8)

B. What is the process of Decision making?

(7)

OR

C. What are the advantages and disadvantages of an informal organization?

(8)

D. Why is delegation of authority important?

(7)

Q.4. A. What are the steps followed for choosing the right person for the right job?

(8)

B. What are the various sources of recruitment?

(7)

OR

C. What are the various types of employment tests?

(8)

D. What do you understand by Directing? What is its importance?

(7)

Q.5. A. What is coordination? What is the importance of coordination?

(8)

B. What are the various steps used in the process of controlling?

(7)

OR

C. Write short notes – Any 3

(15)

1. Management Audit
2. Decentralization
3. Leadership Traits
4. Administration
5. Staffing

END OF PAPER