

**NB: All Questions Are compulsory**  
**100**  
**Figures to the right indicate full marks**  
**hours**

**Max Marks:**

**Max. Time: 3**

**Q.1. Objective Questions:**

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

1. Plans help to \_\_\_\_\_ risk. (Minimise, Maximise, Enhance)
2. Lower Level requires more of \_\_\_\_\_ skill. (Conceptual, Technical, Administrative)
3. MIS means Management of \_\_\_\_\_. (Information, Investment, Integration)
4. \_\_\_\_\_ is a single use plan. (Budget, Mission, Rules)
5. \_\_\_\_\_ reflects the philosophy of management. (Mission, Vision, Budget)
6. \_\_\_\_\_ are guidelines. (Policies, Procedures, Mission)
7. Superiors do not delegate due to (fear of being exposed, money, boredom)
8. Democratic leader is \_\_\_\_\_ (involving all, avoiding all, controlling all)
9. North, East, West and south are \_\_\_\_\_ bases of departmentation. (Product wise, Area wise, function wise).
10. \_\_\_\_\_ organisation has two-way structure. (Matrix, MBO, MBE)
11. Henri Fayol gave \_\_\_\_\_ principles of management. (14, 7, 8)
12. \_\_\_\_\_ cannot be delegated. (Responsibility, authority, communication)

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

1. Quality Circle is a technique of decision making.
2. MBO means management by office.
3. Planning Minimises risks.
4. North, west, east and south is a bases of departmentation.
5. A mission statement reflects the philosophy of a company.
6. A budget is a single use plan.
7. Informal organisations example is a friend circle.
8. Closed mind is a psychological barrier to communication.
9. Managers need to frame rigid plans.
10. MIS is a continuous activity.
11. MIS generates reports.
12. Top management requires more of conceptual skills.

**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 components of planning?
- 2) Explain the advantages of MBE
- 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.
- 2) What are the factors determining span of management.
- 3) What are the features of informal organisation?

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

**15 marks.**

- 1) What is the importance of motivation?
- 2) What are the barriers to communication?
- 3) What are the functions of leadership.

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

**20 marks.**

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|-------------------------|----------------------------------|
| 1) MBO                  | 4) Formal Organisation           |
| 2) MIS                  | 5) Decentralisation              |
| 3) Virtual Organisation | 6) Techniques of decision making |

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