

SYBAF sem IV Reg Exam April - 2023

11/4/23

SYBAF - Semester IV

FCM

Time 2 Hours 30 Minutes
Marks

75



Note :

All Questions are compulsory

Figures to the right indicate Marks.

Q.1 A) State whether the following Statements are TRUE OR FALSE (Any 8 out of 10)
(8 Marks)

- There are well defined goals in an informal organization.
- Authority should always be more than responsibility.
- Centralisation is always better than decentralisation.
- Goals need not be specific.
- Teamwork facilitates accomplishment of goals.
- Henri Fayol listed 13 principles of management.
- Administration and management are synonymous.
- There are two broad levels in management – top level and lower level.
- Decentralisation brings specialisation.
- Delegation enables superior to perform more challenging jobs.

Q.1 B) Fill in the blanks : (Any 7 out of 10) (7 Marks)

- _____ Refers to influencing actions of the subordinates.
a) directing b) coordinating
c) controlling d) Planning
- _____ Refers to influencing people to strive willingly for group objectives.
a) motivation b) controlling
c) leadership d) planning
- _____ is a Sum total of physical mental and social qualities.
a) Personality b) self confidence
c) intelligence d) initiative
- _____ skill Refers to interpersonal skills.
a) Judgemental b) conceptual
c) guidance d) human
- _____ Refers to doing right thing at the right time without being told by others.
a) directing b) initiative
c) delegation d) innovation
- _____ leadership style allows subordinate to take decisions.
a) paternalistic b) participative
c) sociocratic d) laissez-faire
- _____ Leadership stylist task oriented and wants to get things done at any cost.
a) neurocratic b) paternalistic
c) situational d) autocratic
- _____ refers to recognition for the performance.
a) Transfer b) demotion
c) apprection d) interview



9. _____ refers to designation of the employee in the organization.

- a) job security b) job title
- c) job enrichment d) job enlargement

10. Directing follows the principle of _____.

- a) chain of command b) order
- c) division of work d) subordinate of interest

Q.2 1. Define planning. Explain its nature and characteristics. **(8)**

2. Discuss the essentials of sound planning. **(7)**

Or

Q.2 Centralization and Decentralization of Authority **(15 Marks)**

Q.3 1. Define organizing. Explain its nature and characteristics. **(8)**

2. Explain the significance of organising. **(7)**

Or

Q.3 Distinguish Between Directing and Controlling. **(15 Marks)**

Q.4 1. Explain the advantages and disadvantages of formal organization. **(8)**

2. What is informal organization? Explain its features. **(7)**

Or

Q.4 Distinguish between Staffing and Recruitment. **(15 Marks)**

Q.5 Write Short Notes (any 3 out of 5) **(15 Marks)**

- a. What is delegation authority
- b. Write a note on levels of Management.
- c. Explain any 5 Principles of Management.
- d. What is Co-ordination ?
- e. What is Motivation ?

All the Best.....