

2023

Time - 3 hours

Full Marks - 80

Answer all groups as per instructions.

Figures in the right hand margin indicate marks.

GROUP – A

1. Fill in the blanks. (all) [1 × 12]
- (a) Administrative theory of Management was given by _____.
 - (b) Long-term planning is done by _____ in organisations.
 - (c) The simplest and oldest method of organisation structure is _____.
 - (d) Elton Mayo has formulated _____ theory of management.
 - (e) Father of functional foremanship is _____.
 - (f) Departmentation on the basis of functions and projects is called _____.
 - (g) The power to take decisions is called _____.
 - (h) Management in action is otherwise called as _____.

[2]

- (i) Hidden will power in an individual which encourages him/her to work is called as _____.
- (j) The motivation process starts with a _____.
- (k) PERT stands for _____.
- (l) Equity theory of Motivation was given by _____.

GROUP – B

2. Answer any eight of the following questions within two to three sentences each. [2 × 8]

- (a) What are the various managerial skills ?
- (b) Define strategic planning.
- (c) Define forecasting.
- (d) What is organisation chart ?
- (e) Define scalar principle.
- (f) What is span of management ?
- (g) What is delegation of authority ?
- (h) What is staffing ?
- (i) Define co-ordination.
- (j) What is Budgeting ?

[3]

GROUP – C

3. Answer any eight of the following questions within 75 words each. [3 × 8]

- (a) Explain the Managerial Roles.
- (b) What are time study and motion study ?
- (c) Explain the principle of unity of objectives in organising.
- (d) What are the features of line and staff organisation ?
- (e) Distinguish between centralization and decentralization.
- (f) Differentiate between recruitment and selection.
- (g) What do you mean by performance appraisal ?
- (h) Explain Managerial Grid.
- (i) What do you mean by Break Even Point ?
- (j) What is Management Audit ?

GROUP – D

Answer all questions within 500 words each.

4. Define Management. Briefly explain the various features of management. [7]

OR

Explain the various approaches to Management in detail.

P.T.O.

[4]

5. Define Planning. Explain in detail the steps to be followed in the process of planning. [7]

OR

Define Organising. Distinguish between formal and informal organisation.

6. Define Leadership. Discuss the different types of Leadership Styles. [7]

OR

Define Directing. Explain the importance of directing to organizations.

7. Explain in detail Herzberg's two factor theory and McGregor's Theory X and Theory Y of Motivation. [7]

OR

Define Control. Discuss in detail the process of controlling.