

Q1. Select the most appropriate alternative from the following. (Any 10)

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1. Management is the art of getting things done through and with an informally organized group' This definition is given by
 A) Harold Koontz. B. Terry. C) Louis Allan. D) Henry Fayol.
2. revolution was advocated by F.W. Taylor.
 A) Mental B) Physical C) Social D) Human
3. Peter Drucker stated dimensions of management.
 A) Three B) Five C) Seven D) Nine
4. is a timetable for activities.
 A) Schedule B) Budget C) Procedure D) Programme
5. Management By Objectives was introduced by
 A) Taylor. B) Elton Mayo. C) Peter Drucker D) Maslow.
6. The first step in the decision-making process is
 A) developing decision criteria C) allocating weights to the criteria
 B) analyzing alternatives D) identifying a problem
7. introduced the brainstorming technique of decision-making.
 A) Alex Osborn B) Peter Drucker C) Henry Fayol D) Elton Mayo
8. What type of organization assigns specialists from different functional departments to work on one or more projects led by a project manager?
 A) Classical B) Contemporary C) Matrix D) Revolutionary
9. The extent to which power and authority are retained at the top is called
 A. Centralization B) Decentralization C) Responsibility. D) Accountability.
10. Motivation is the subordinates.
 A. Developing B) rigid C) inspiring D) winning
11. Communication is a.....
 A. one-way process B) two-way process C) three-way process D) four-way process.
12. refers to the systematic evaluation of the functioning, performance and effectiveness of management.
 A. Management System B) Management Planning C) Management Audit
 D) Management Control

Q1. B. State whether the following statements are True or False (Any 10)

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1. Conceptual skills are mostly required by the top-level management.
2. Management is a continuous process.
3. Indian ethos does not focus on humanity and values.
4. Planning is the primary function of management.
5. Management by objective was propounded by Peter Drucker.
6. The use of technology does not lead to quick decision-making.
7. Departmentation leads to a systematic division of work.



8. In delegation, only authority is entrusted to the subordinates.
 9. In-line and staff organization, the power of command remains with the line executives.
 10. Motivation is a psychological process.
 11. Leadership is a personal quality.
 12. Situational leadership style follows the same leadership style in all situations.
- Q2. Answer the following. (Any Two) 15
- A) Define management. Explain its features.
 - B) Explain various management skills and competencies.
 - C) Explain Peter Drucker's dimensions of management.
- Q3. Answer the following. (Any Two) 15
- A) Explain the steps involved in planning.
 - B) What is management by exceptions? What are its advantages?
 - C) Explain the impact of technology on decision-making.
- Q4. Answer the following. (Any Two) 15
- A) Explain the merits of Line and Staff organisation.
 - B) Distinguish between Tall and Flat organisation.
 - C) What are the various barriers to delegation?
- Q5. Answer the following. (Any Two) 15
- A) Explain the importance of motivation.
 - B) Explain the various styles of leadership.
 - C) Explain briefly the modern techniques of controlling.
- Q6. Write short notes. (Any Four) 20
- A) Human relation approach
 - B) Management by objectives
 - C) Decentralization of authority
 - D) Communication
 - E) Management Audit
 - F) Responsibility Accounting