

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Why staffing is important? Explain.
- Q.22 What do you understand by the nature of co-ordination?
- Q.23 Write down the importance of planning.
- Q.24 Narrate the nature of planning.
- Q.25 Write down the nature of organizing.
- Q.26 Write a note on process of co-ordination.
- Q.27 Explain the process of control in detail.
- Q.28 Why control is important in management?
- Q.29 Why co-ordination is needed in management?
- Q.30 What are various objectives of organising? Explain.
- Q.31 What are various steps involved in the process of organising? Explain.
- Q.32 Explain the nature of staffing.
- Q.33 Explain the objectives of management.
- Q.34 Explain the objectives of Planning.
- Q.35 Explain the nature of manpower planning.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 Explain Organisational Behaviour. Write a detail note on factors affecting Organisational Behaviour.
- Q.37 What is the significance of management? Explain in detail the skills of management.
- Q.38 Define staffing. Also explain the process of staffing in detail.

No. of Printed Pages : 4

184131

Roll No.

3rd Sem / FAA

Subject:- Management Process and Organisational Behaviour

Time : 3Hrs.

M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 The form of organisation known for giving rise to rumours is called _____.
 - a) Decentralised organisation
 - b) Formal organisation
 - c) Centralised organisation
 - d) Informal organisation
- Q.2 It is the process of influencing the behavior of people by making them strive voluntarily towards achievement of organisational goals.
 - a) Supervision
 - b) Communication
 - c) Leadership
 - d) Motivation
- Q.3 Making assumptions for the future is called _____.
 - a) Making policy
 - b) Setting planning premises
 - c) All of the options are correct
 - d) None of the above
- Q.4 Which of the following is an elements of directing?
 - a) Supervision
 - b) Motivation
 - c) Leadership
 - d) All of the above

- Q.5 Identify the features of co-ordination being highlighted in the given statement: “Coordination is not a one time function, it begins at the planning stage and continue till controlling.”
- Coordination ensures unity of action
 - Coordination is an all pervasive function
 - Coordination is a continuous process
 - Coordination is a deliberate function
- Q.6 Coordination is
- A management function
 - the essence of management
 - An objective of management
 - A social objective
- Q.7 Which of the following is not concerned with staffing?
- Recruitment
 - Selection
 - Training
 - Publicity
- Q.8 Management principles are flexible where as _____ principles are rigid.
- Pure Science
 - Employment
 - Scientific Management
 - Art
- Q.9 Which principle of general management advocates that, “Employee turnover should be minimised to maintain organisational efficiency.”?
- Stability of personnel
 - Remuneration of employees
 - Equity
 - Esprit De Corps

- Q.10 In which step of the planning process pros and cons of each alternative is examined.
- Developing premises
 - Setting up Objective
 - Evaluating alternative course of action
 - Selecting an alternative premises

SECTION-B

Note: Objective type questions. All questions are compulsory. (10x1=10)

- Q.11 _____ is a continues function.
- Q.12 Commination is a _____ way process.
- Q.13 Grapevine communication is also known as _____ communication.
- Q.14 Control is the function of _____ manager. (top, middle, every)
- Q.15 Corrective action is the _____ step in the process of control. (first, middle, last)
- Q.16 Good control system should be _____ (expensive /economical/Complex)
- Q.17 Routine and _____ are the two types of decision.
- Q.18 _____ is the last step in the process of decision making.
- Q.19 Motivational theories can be divided into _____ categories.
- Q.20 Authoritarian style of leadership is also known as _____ leadership.