

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.

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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)

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