

- Q.26 Write a short note on organizational structure
- Q.27 What do you understand by the term 'manpower planning'?
- Q.28 Write a short note on promotions.
- Q.29 Define Directing.
- Q.30 What are the main techniques of directing?
- Q.31 What is the importance of Controlling?
- Q.32 What do you mean by Co-ordination?
- Q.33 Highlight the importance of co-ordination.
- Q.34 What are the factors affecting Organization Behaviour?
- Q.35 Explain in brief importance of Organization Behaviour.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 What do you mean by Organizing? Explain in detail the process of Organizing?
- Q.37 What do you mean by Management? Explain the main functions of Management.
- Q.38 What do you mean by Controlling? Explain in detail process of Controlling.

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3rd Sem / FAA

Subject:- Management process and Organizational Behaviour

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 This function of management related to placing the right person at the right job is _____.
a) Organising b) Staffing
c) Planning d) Controlling
- Q.2 The main task of this level of management is to determine the overall organisational objectives and strategies for their realisation.
a) Operational management
b) Middle-level management
c) First-line management
d) Top-level management
- Q.3 Which of the following is a benefit of planning ?
a) Helps in avoiding confusion and misunderstanding
b) Ensures clarity in thought and action.
c) Useless and redundant activities are minimized or eliminated
d) All of the above
- Q.4 Authority granted to an employee should be _____.
a) More than the responsibility entrusted to him
b) Less than the responsibility entrusted to him
c) Equal to the responsibility entrusted to him
d) All of the above

- Q.5 Under the _____ method of training, a trainee is put under the guidance of a master worker.
- Internship training
 - Vestibule training
 - Apprenticeship training
 - Induction training
- Q.6 Controlling is _____
- Backward looking function
 - Forward looking function
 - both backward as well as forward looking function
 - None of the above
- Q.7 While other functions prepare a setting for action, name the function that initiates the action in the organisation
- Planning
 - Organising
 - Staffing
 - Directing
- Q.8 Which of the following statements is true about directing ?
- Directing is necessary at planning stage.
 - Directing is needed at every level of management in each department.
 - Directing is initiated at lower level of management.
 - Directing is the least important function of management
- Q.9 Leadership is :
- Influencing the behavior of others
 - Maintain bad interpersonal relationship
 - Influence employees involuntarily
 - Helps in planning
- Q.10 Delegation of authority is related to which function of management ?
- Organising
 - Staffing
 - Planning
 - Controlling

SECTION-B

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

- Q.11 _____ level of management serves as a link between top-level managers and first-line managers. (Middle/lower)
- Q.12 Principles of management are developed in laboratory like the principles of Physics/Chemistry. (True/False)
- Q.13 When decision-making authority is retained by higher management levels, an organisation is said to be _____ (Decentralised/Centralised)
- Q.14 _____ is a horizontal movement of employees along with the organisational structure. (Transfer/Promotion)
- Q.15 Reducing the workers, absenteeism in a factory by 20% is an example of _____ (Quantitative standard/Qualitative standard)
- Q.16 Recruitment is a positive process while selection is a negative process. (True/False)
- Q.17 _____ is the essence of management. (Co-ordination/Authority)
- Q.18 Organization Behaviour studies behaviour at three levels: Individual, Group and Organization. (True/False)
- Q.19 One of the limitation of planning is that it creates rigidity and hence kills creativity. (True/False)
- Q.20 _____ is the first function of management. (Planning/Controlling)

SECTION-C

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

- Q.21 Explain the scope of management.
- Q.22 Briefly discuss the importance of management.
- Q.23 What are the main objectives of planning?
- Q.24 What are the requisites of an effective planning?
- Q.25 What do you mean by departmentalization?

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