

- Q.23 Define the term planning is pervasive.

Q.24 Explain any five features of planning.

Q.25 Distinguish between objectives and policies.

Q.26 What is meant by ‘functional structure of an organisation’

Q.27 State any four advantages of formal organisation.

Q.28 Write down the significance of coordination.

Q.29 Explain the objectives of organisation.

Q.30 State the importance of Directing.

Q.31 State the techniques of Directing.

Q.32 Write the importance of controlling.

Q.33 What do you mean by “Skills of management”? Explain.

Q.34 State any five points highlight the importance of delegation.

Q.35 Define the various steps involved in staffing.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. $(2 \times 10 = 20)$

- Q.36 Discuss the meaning, nature and process of manpower planning.
 - Q.37 Write down the Basic Principles of management given by Henry Foyal.
 - Q.38 Explain the process of coordination. Also mention the advantages of co-ordination in an organisation.

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SECTION-A

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

- Q.1 The last function in the sequence of management process is _____

 - a) Planning
 - b) organising
 - c) Staffing
 - d) controlling

Q.2 Gang plank is required in _____.

 - a) Scalar chain
 - b) Initiative
 - c) Discipline
 - d) Unity of command

Q.3 Span of management refers to _____.

 - a) No. of managers
 - b) Length of Appointment
 - c) No. of subordinates under a superior

Q.4 Grouping of activities on the basis of product line is a part of _____

 - a) Delegate organisation
 - b) Divisional organisation
 - c) Functional organisation

- Q.5 Which of the following is not concerned with staffing?
a) Requirement
b) Interview
c) Selection
d) Delegation of Authority
- Q.6 Right man at the Right Job is related with
a) Planning b) Organising
c) Staffing d) Directing
- Q.7 Assigning a specific responsibility to an individual is known as
a) Selection b) Recruitment
c) Induction d) Placement
- Q.8 Basic Physiological needs are concerned with _____
a) Shelter b) Hunger
c) Thirst d) All of these
- Q.9 Controlling function cannot be performed without _____
a) Planning b) organising
c) Staffing d) Directing
- Q.10 Lay down the sequence of operations in a factory is called _____
a) Time clerk b) Route clerk
c) Instruction card clerk

SECTION-B

Note: Objective type questions. All questions are compulsory. $(10 \times 1 = 10)$

- Q.11 Coordination is a function of lower level of employees. (T/F)
- Q.12 Taylor Floated the idea of scientific management.
- Q.13 Planning always loads to success. (T/F)
- Q.14 Staffing is just determining the no. of people required in the organisation. (T/F)
- Q.15 Process of selection is lengthy and complex one. (T/F)
- Q.16 Preliminary and selection interview are one and same thing (T/F)
- Q.17 Vestibule training is _____ method of training.
- Q.18 Maslow need hierarchy theory focuses on the needs as a basis of motivation. (T/F)
- Q.19 There is no delegation under autocratic style of Leadership (T/F)
- Q.20 Under Laissez faire leadership style, leaders take _____ initiative in administration.

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. $(12 \times 5 = 60)$

- Q.21 Explain any five features of management.
- Q.22 Explain any four features of principles of management.