

- Q.26 Discuss the scope of management  
 Q.27 Explain the element of planning process  
 Q.28 Write any five points of the importance of planning.  
 Q.29 Explain the objective of organization.  
 Q.30 Write various importance of controlling process.  
 Q.31 Write a short note on Management by objective.  
 Q.32 Explain the difference between planning & controlling  
 Q.33 Discuss the objective of coordination.  
 Q.34 What is organizational Behaviour? Explain its nature.  
 Q.35 What factors affecting the Organizational Behaviour

#### SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)  
 Q.36 What is meant by controlling? Discuss the nature of controlling.  
 Q.37 Describe the fundamental principle of management.  
 Q.38 Make a list of important sources of recruitment process.

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**3rd Sem / Branch : Finance Account & Auditing**  
**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 Planning is the\_\_\_\_\_
- a) Primary/First function of the manager
  - b) The last of the manager
  - c) Both (a) & (b)
  - d) None of the options are correct
- Q.2 Making assumptions for the future is called\_\_\_\_
- a) Making policy
  - b) All of the options are correct
  - c) Setting planning premises
  - d) Making derivative plans
- Q.3 Henry Fayol laid down\_\_\_\_\_
- a) 12 principles
  - b) 13 principles
  - c) 14 principles
  - d) 15 principles
- Q.4 The chain of command form the highest authority to the lowest level in the organization is\_\_\_\_\_
- a) Unity of direction
  - b) Unity of command
  - c) Centralization
  - d) Scalar chain

- Q.5 Control system of an organization has no influence over the \_\_\_\_
- Internal environment
  - External environment
  - customers
  - government
- Q.6 Goals, aims, purposes, missions and target is also known as \_\_\_\_
- Objective
  - Strategies
  - Policies
  - Rules
- Q.7 An identified group of people contributing their efforts towards the attainment of goals is called an
- Organization
  - Business
  - Management
  - Department
- Q.8 Rules, duties and responsibilities of workers are given in writing in \_\_\_\_
- Formal organization
  - Informal organization
  - Business or organization
  - Strategic organization
- Q.9 Organising is a process of \_\_\_\_
- Determining activities
  - Grouping of activities
  - Creation of formal relationship among employees
  - All of the above

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- Q.10 \_\_\_\_ is the basis of an organisation
- Division of work
  - Specialization
  - Plurality of persons
  - Decentralization

### SECTION-B

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

- Q.11 Define Delegation?
- Q.12 Coordination leads to attainment of group goals. (T/F)
- Q.13 What is time study?
- Q.14 Organizing is not a basic function of the management
- Q.15 \_\_\_\_ is the capacity to affect the behaviour of others
- Q.16 \_\_\_\_ Plan have clearly define objectives
- Q.17 What is job analysis?
- Q.18 Define motivation?
- Q.19 What do you mean by campus recruitment.
- Q.20 MBO stands for \_\_\_\_

### SECTION-C

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

- Q.21 Explain any five merit external source of recruitment?
- Q.22 Explain the steps involved in the Planning Process?
- Q.23 Explain formal & informal communication.
- Q.24 Explain the organizational structure.
- Q.25 Write short note on the Delegation of Authority.

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