

- 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

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- 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. (Coordination/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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