

- Q.21 Discuss the importance of organization Behavior.
 Q.22 Differentiate between recruitment and selection.
 Q.23 Write the importance of coordination.
 Q.24 What factors affecting the organizational Behavior.
 Q.25 Discuss the significance of directing in management.
 Q.26 Explain Recruitment process.
 Q.27 Write note on management by objectives.
 Q.28 What is meant by controlling ? Discuss the importance of controlling.
 Q.29 Explain Scope of Management.
 Q.30 Describe the Features of budgetary control.
 Q.31 Explain the nature of staffing.
 Q.32 Explain meaning & features of direction .
 Q.33 Explain nature of organization behavior.
 Q.34 Explain the importance of management.
 Q.35 Explain organization structure.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
 Q.36 Define recruitment. Explain the various sources of recruitment.
 Q.37 Explain the steps in control process.
 Q.38 Describe the fundamental Principles of management.

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3rd Sem / Finance Accounts & Auditing FAA
Subject:- Management Process & Organisational Behaviour
 Time : 3Hrs. M.M. : 100

SECTION-A

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

- Q.1 Directing is necessary at the _____ level of management.
 a) Top b) Lower
 c) Middle d) All
 Q.2 Henry fayol laid down _____.
 a) 12 Principles b) 13 Principles
 c) 14 Principles d) 15 Principles
 Q.3 Factors affecting organization behavior are _____.
 a) People b) Environment
 c) Technology d) All of above
 Q.4 Controlling is related to.
 a) Results b) Individuals
 c) Things d) Managers

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Q.5 Planning is looking a head while controlling is .

- a) Back
- b) Forward
- c) Back and forward
- d) Below

Q.6 First step in controlling process is.

- a) Determining standards
- b) Measurement of factual process
- c) Taking corrective actions
- d) analyzing the deviations

Q.7 _____ is the basis of an organization.

- a) Division of work
- b) Specialization
- c) Plurality of persons
- d) Decentralization

Q.8 Organizing is the process of _____.

- a) Determining Activities
- b) Grouping of Activities
- c) Both

Q.9 It is the process of choosing from the pool of the prospective job candidate develop at the stage of recruitment.

- a) Selection
- b) Training
- c) Recruitment
- d) Orientation

Q.10 It is a good source of filling the vacancies with employee from over staffed department.

- a) Transfer
- b) Promotion
- c) Placement Agencies
- d) None of these

SECTION-B

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

Q.11 Controlling is needed at _____ Level
(Top/Middle/Lower/All).

Q.12 Management is _____ (Art/science/Both).

Q.13 The first and important function of management is planning (True/False)

Q.14 Controlling is _____ Planning.
(Forward/Backward/Both)

Q.15 Define management by objective.

Q.16 Define Recruitment.

Q.17 Name two internal sources of Recruitment.

Q.18 Which function of management is controlling. (first/last)

Q.19 Coordination leads to attainment of group goals.
(True/false).

Q.20 Full form of MBO.

SECTION-C

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