

- Q.28 What is meant by controlling? Discuss the importance of controlling.
- Q.29 Explain the causes of transfer.
- Q.30 Describe the features of Budgetary control.
- Q.31 Explain the functions of management.
- Q.32 What factors affecting the organizational behaviour.
- Q.33 Explain the various sources of recruitment.
- Q.34 Explain the importance of coordination.
- Q.35 Explain the requisites of effective planning.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 Explain in detail levels of management.
- Q.37 Explain recruitment process in detail.
- Q.38 Briefly explain the importance of controlling.

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**3rd Sem / Branch : Finance Accounts & Auditing
Sub.: Management process & organisational behaviour**

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 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.2 The controlling function is performed by _____ management.
- a) Top level b) Middle level
 - c) Lower level d) All of above
- Q.3 Management contains a series of interrelated functions that include_____.
- a) Planning b) Organising
 - c) Directing d) All of above
- Q.4 Planning is the _____.
- a) First function of manager
 - b) Last function of manager
 - c) Both A & B
 - d) Managers

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- Q.5 Important aspect of staffing include _____.
a) Selection b) Training
c) Recruitment d) All of above
- Q.6 It refers to he employ occupying the position or post for which the person has been selected
a) Orientation b) Selection
c) Placement d) Recruitment
- Q.7 Goals aims, purposes, missions and target is also knows as _____
a) Objective b) Strategies
c) Policies d) Rules
- Q.8 Which of the following can be delegated?
a) Responsibilities b) Authority
c) Accountability d) All of these
- Q.9 Which of the following is not an element of directing
a) Supervision b) Communication
c) Leadership d) Inspection
- Q.10 Which of the following is an internal source of recruitment?
a) Transfer b) Advertising
c) Both A & B d) None of these

SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 Define transfer.
Q.12 Define Motivation.
Q.13 Define management?
Q.14 Define campus recruitment.
Q.15 What is decentralisation?
Q.16 Name two External sources of Recruitment.
Q.17 Two objectives of organisation.
Q.18 Selection is negative process. (Yes/No)
Q.19 Define Delegation.
Q.20 Define organisation behaviour.

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Explain delegation of authority.
Q.22 Explain basis of promotion.
Q.23 Differentiate between recruitment and selection.
Q.24 Explain selection Process.
Q.25 Discuss the significance of directing in management.
Q.26 Explain the features of directions.
Q.27 Explain the importance of organization behaviour.