



Time: 2.5hrs

Marks:75

All Questions are compulsory

1. A. Fill in the blanks (Any 8 out of 10) (8*1)
- Motivation is _____ and encouraging (rigid, inspiring, winning)
 - Coordination develops _____ (teamwork, oral communication, freedom)
 - Selection is a _____ function. (negative, positive, neutral)
 - Staffing is a _____ management function. (national, international, universal)
 - Delegation means _____ of authority. (surrender, submission, transfer)
 - Centralization provides _____ of policy. (dispersal, concentration, uniformity)
 - _____ is a criterion for comparison. (Programme, schedule, standard)
 - _____ is a feature of sound planning. (flexibility, rigidity, autonomy)
 - Fayol suggested _____ of individual interest to general interest. (Joining, linking, subordination)
 - Management is _____ not absolute. (Degree, relative, passing)

B. State whether true or false. Give reasons for it. (Any 7). (7*1)

- Management relates to individual efforts not group efforts.
 - Stability of tenure means security of job.
 - Selecting the best solution ends decision making.
 - Positions are clearly defined in informal organization.
 - To delegate means to transfer authority.
 - Structured interview is a non planned interview.
 - Panel interview means selection committee.
 - Job security is a non monetary incentive.
 - Planning should be rigid
 - Management and business are accountable to the society.
2. A. What is administration and what are its features? (8)
B. What is management? What are its objectives? (7)

Or

- C. Discuss about the various Single use plans. (8)
D. Discuss about limitations of planning. (7)

3. A. Distinguish between centralization and decentralization. (8)

- C. What are the principles of delegation of authority?(8)
 - D. What is departmentation? What are its benefits?(7)
4. A. What is selection? What is the importance of scientific selection?(8)
- B. What is employment test and what are the various types of employment test?(7)

Or

- C. Difference between autocratic and democratic leadership style.(8)
 - D. What is motivation and what is its importance?(7)
5. A. Distinguish between delegation and decentralization of authority.(8)
- B. What are the obstacles or barriers to delegation of authority?(7)

Or

Write Short notes on any three of the following (5*3)

- C. Coordination as the essence of management.
- D. Conceptual skills
- E. Laissez faire leadership style
- F. Policies, procedures and rules
- G. Centralization and decentralization