

2018

Time : 3Hrs

Full Marks : 80

Candidates are required to give their answers in their own words as far as practicable.

The questions are of equal value.

Answer any five questions in which Q. No. 1 is compulsory.

1. Indicate the correct answer of the following multiple choice questions (MCQ):-

(a) is about influencing people to act, behave and perform as desired by the leader.

(i) Leadership

(ii) Managers .

(iii) Admin

(iv) None of these

(b) The step of choosing qualified and competent candidate suitable for the job from an available pool of candidates:-

(i) Selection

(ii) Requirement

(iii) Job

(iv) None of these

P.T.O.

- (c) Which of the following is not an organ of company management?
- Board of Directors
 - Officer,
 - Managing Director
 - None of these
- (d) The management process functions consist of:-
- Planning, Organising, Staffing and Directing
 - Planning, Organising, Leading and Directing
 - Planning, Organising, Leading and Controlling
 - None of these
- (e) Organisational structure is made up of key elements, which of the following is not one of these elements?
- Coordination
 - Centralisation
 - Decentralisation
 - Span of Control
- (f) A solution to a problem that is arrived at through an unstructured process of decision making is called a
- Programmed Decision
 - Non-Programmed Decision
 - Uncertainty
 - None of these

- (g) applies to the systematic delegation of authority in an organisational-wide context.
- Delegation
 - Decentralisation
 - Departmentation
 - None of these
- (h) Feedback one of the more important parts of the communication process, comes in many varieties of these listed below, which is "a behaviour enhancing response?"
- Internal feedback
 - External feedback
 - Positive feedback
 - Negative feedback
2. Define the term 'Management'. Explain the functions or the process of management.
3. What is meant by plan and planning? Describe the important steps of planning.
4. Define decision making. What are Programmed and Non-programmed decisions? Explain common difficulties in decision-making.
5. What do you mean about leadership? What are the differences between a leader and a manager? Explain Robert J. House's Contingency Leadership Model.

6. Define Effective Communication. Explain importance and purpose of communication.
7. Explain the basic steps in the control process. What is Break-even Analysis? Explain.
8. Distinguish any two of the following:-
 - (a) Authority and Power
 - (b) Strategic Planning and Tactical Planning
 - (c) Management and Administration
 - (d) Delegation and Decentralisation
9. Write short notes on any two of the followings:
 - (a) Line-Staff Mobility
 - (b) Leadership
 - (c) Information Technology
 - (d) Global Management Theory.
