

**2014**

*Time : 3 hours*

*Full Marks : 80*

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

*The figures in the margin indicate full marks.*

*Answer from both the Groups as directed.*

**Group – A**

**(Objective Type Questions)**

**Answer all questions :**

1. Choose the correct answer of the following :  $2 \times 10 = 20$

(a) "Management is a profession." This statement is of :

- (i) George R. Terry
- (ii) American Management Association
- (iii) Henry Fayol
- (iv) R. C. Devis

(b) Henry Fayol was born in :

- (i) Japan
- (ii) France
- (iii) Germany
- (iv) America

(c) A good plan is :

- (i) Expensive
- (ii) Time consuming
- (iii) Rigid
- (iv) Flexible

(d) Delegation can be done of :

- (i) Authority
- (ii) Accountability
- (iii) Responsibility
- (iv) None of these

(e) The essence of management is :

- (i) Coordination
- (ii) Organisation
- (iii) Staffing
- (iv) None of these

NR - 1/3

( 2 )

Contd.

(f) Management control is done by :

- (i) Lower level management
- (ii) Middle level management
- (iii) Top level management
- (iv) All level of management

(g) Communication is a \_\_\_\_\_ process.

- (i) One way
- (ii) Two way
- (iii) Three way
- (iv) Four way

(h) Positive motivation is based on :

- (i) Punishment
- (ii) Reward
- (iii) Sacking
- (iv) None of these

(i) Who is the father of Scientific Management ?

- (i) F. W. Taylor
- (ii) Henry Fayol
- (iii) Elton Mayo
- (iv) Abraham Maslow

NR - 1/3

( 3 )

( Turn over )

(i) Theory X and Y belong to :

- (i) Herzberg
- (ii) Maslow
- (iii) McGregor
- (iv) None of them

**Group – B**

**(Long-answer Typw Questions)**

Answer any **four** questions of the following :

15×4 = 60

- 2. Define Management and discuss its functions.
- 3. Briefly explain the techniques of Taylor's scientific management.
- 4. Discuss the need and importance of Business Planning.
- 5. What do you understand by decision-making ? Discuss the nature and characteristics of decision-making.

NR – 1/3 (4)

Contd.

6. Define organisation. What are the main elements of an organisation ?

7. Explain briefly the principles of delegation of authority.

8. Define communication. Describe various steps involved in the process of communication.

9. Define motivation and discuss its importance in Management.

10. Discuss the basic steps involved in the process of control.

11. Write a note on Business ethics and Corporate culture.



NR – 1/3 (300)

(5)

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