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Mgt/I/H01/09 — I

2008-09

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

(Compulsory)

Answer **all** questions : $2 \times 10 = 20$

1. Write True / False :

- (a) MBO signifies as Management by operation.
- (b) Basic Decisions are repetitive in nature.
- (c) A Chart is graphical representation of organizational structure.
- (d) Informal status is acquired through personality.

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(Turn over)

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(e) A positive attitude towards one's job is called job simplification.

Fill in the blanks :

(f) As per Drucker _____ is applicable in business units while administration is applicable in _____ organization.

(g) _____ is the process by which organizations meet their human resource needs.

(h) The classical theory of organization developed by _____ whereas _____ profounded by Fayol.

(i) _____ pulls all the functions and activities.

(j) _____ is the first step of any planning process.

Group - B

(Long Type Questions)

Answer any **four** questions.

2. Who are managers ? What do managers do ?

15

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(2)

Contd.

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3. Which factor – ability, motivation to manage an opportunity – should be most heavily weighed in basic formulae for managerial success ? 15
4. What is system approach of management ?
What are its importance and limitations ? 15
5. Define organization. Distinguish between organization as a structure and as a process. 15
6. Explain, why direction is said to be heart of the management process. 15
7. Future is moving target. It may not be possible to anticipate future changes accurately and provide for them in plans. Discuss. 15
8. Define delegation with its steps. 15
9. What are the barriers of communication ? How the barriers can be removed ? 15
10. Define ethics. Draw distinction between ethical and unethical behaviour. 15

