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2012

Time : 3 hours

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 **four** questions in which*

Q. No. 1 is compulsory.

1. Multiple Choice questions. Select the correct answer from given alternatives :
 - (a) Who defined management as “an art of knowing what is to be done and seeing that it is done in the best possible manner” ?
 - (i) Koontz and Wehrich
 - (ii) Terry and Franklin
 - (iii) F. W. Taylor
 - (iv) Henry Fayol
 - (b) Management is a :
 - (i) Science

AP – 1/2

(Turn over)

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AP – 1/2

(Turn over)

- (ii) Art
 - (iii) Both of them
 - (iv) None of these
- (c) Which of the following is not a step in decision-making ?
- (i) Evaluating alternatives
 - (ii) Choosing an Alternatives
 - (iii) Identifying Alternatives
 - (iv) Experience
- (d) "Principles of Scientific Management" propagated by :
- (i) Elton Mayo
 - (ii) Terry and Franklin
 - (iii) F. W. Taylor
 - (iv) Henry Fayol
- (e) Programmes are supported by :
- (i) Schedule
 - (ii) Budgets
 - (iii) Policies
 - (iv) None of these
- (f) A Span of Control is :
- (i) Delegation of Authority

- (ii) Co-ordination
 - (iii) Decentralisation
 - (iv) Authority-Subordinate relationship
- (g) Which Organisation is known as democratic form of organisation ?
- (i) Line Organisation
 - (ii) Line and Staff Organisations
 - (iii) Staff Organisation
 - (iv) None of these
- (h) Grapevine Communication is also known as :
- (i) Downward Communication
 - (ii) Upward Communication
 - (iii) Formal Communication
 - (iv) Informal Communication
- (i) Mutual adjustment, Direct Supervision and Standardisation are three basic mechanisms of :
- (i) Planning
 - (ii) Controlling
 - (iii) Co-ordinating
 - (iv) None of these

- (j) Which is the most effective form of Leadership Style in modern business organisation ?
- (i) Autocratic Leader
 - (ii) Democratic Leader
 - (iii) Laissez Faire Leader
 - (iv) All of these
2. Define Management. Discuss its nature.
 3. Explain Planning. Discuss the different steps of Planning.
 4. Define Organisation. Explain the different forms of Organisation.
 5. Discuss, in detail, the Henry Fayol's 14 Principles of Management.
 6. What is meant by decision-making ? Discuss the different steps involved in decision-making:
 7. Define Communication. Discuss the formal and informal communication.
 8. What is meant by Centralisation ? Differentiate Centralisation and Decentralisation.

