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MGT/S-1/1/13

2013

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. Answer the following multiple choice questions. Select the correct answer from the given alternatives :
 - (i) Management is needed :
 - (a) Lower Level
 - (b) Middle Level
 - (c) Top Level
 - (d) All of these
 - (ii) 'Management means decision-making.'
This statement is of :
 - (a) Moore

- (b) Simon
 - (c) Davis
 - (d) Appley
- (iii) Fayol was the resident of :
- (a) Germany
 - (b) France
 - (c) America
 - (d) Italy
- (iv) Human School was propounded by :
- (a) Urwick
 - (b) Terry
 - (c) Elton Mayo
 - (d) Fayol
- (v) Which of the following is the simplest type of plan ?
- (a) Purpose
 - (b) Rule
 - (c) Programme
 - (d) Budget

(vi) Which one is the better teacher ?

- (a) Experience
- (b) Experimentation
- (c) Research and Development
- (d) None of these

(vii) The aim of manager is to create :

- (a) Surplus
- (b) Profit
- (c) Both (a) and (b)
- (d) None of these

(viii) Issuing of order is :

- (a) Upward Communication
- (b) Downward Communication
- (c) Informal Communication
- (d) Gestural Communication

(ix) A leader guides because of :

- (a) Authority
- (b) Power
- (c) Influence
- (d) Fear

- (x) Maximum discipline exists in :
- (a) Line and Staff Organisation
 - (b) Committee Organisation
 - (c) Line Organisation
 - (d) Functional Organisation
2. What do you mean by management ? Discuss the different concepts of management.
3. Explain the various schools of management thought.
4. Define Decision-making. What are the steps involved in decision-making process.
5. Define Planning. Explain the different types of plan in detail.
6. What do you understand by communication ? Examine the different barriers of communication.
7. What is meant by co-ordination ? Explain the different principles of co-ordination.
8. Define control. Describe the different techniques of control.

