

Q.1 A Multiple Choice questions: (Any 8 out of 10)

8 marks

- a) Technical skills
- b) Critical Path Method
- c) Internal
- d) Positive
- e) Exit
- f) Specialization
- g) Autocratic leader
- h) Functions
- i) Decentralization
- j) Gangplank

Q.1 B State whether the following statements are True or False: (Any 7 out of 10)

7 marks

- a) True
- b) True
- c) True
- d) True
- e) False
- f) False
- g) True
- h) False
- i) True
- j) True

Q.2 A Management- 1mark Nature of management – 7 points – 7 marks

Q.2 B . Distinguish between Top level and Middle level of management. (7 points)-7 marks

OR

Q.2 C factors affecting staffing(Introduction ½ mark,7points properly explained 7 marks, Conclusion ½ mark)

Q.2 D Introduction ½ mark, Significance 6 points properly explained 6 marks, Conclusion ½ mark

Q.3 A Any 8 principles of organizing – 8marks

Q.3 B What is controlling – 1 mark importance- 6 marks

OR

Q.3 C Define delegation of authority 1mark Importance- 7marks Barriers 7 marks

Q.4 A What is coordination?- 1 mark Explain its importance 7 marks 8 marks

Q.4 B "Situational Leadership is the best leadership style" Explain. 7 marks

OR

Q.4 C Explain Henri Fayol's principles of management all 14 principles explained in brief 15 marks

Q. 5 A What is planning- 1mark Why planning is important- 7marks

Q.5 B Recruitment and Selection- 7 points of difference properly explained 7 marks

OR

Q,5 C Any 3 out of 5 15 marks

- 1) Bases of departmentation
- 2) Centralisation of authority v/s Decentralisation of authority(5 points of difference- 5 marks)
- 3) Decision making
- 4) External sources of recruitment- any 5 explained properly
- 5) Functions of management- any 5