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Q.P. Code - 64724

ANSWERS

Q1a. Multiple choice questions

e. None of these

Q1. ~~1. R.L. Katz~~ *B. Henry* ~~2. Luther Gullick~~

2. Luther Gullick

3. ~~Hosborn~~ *None of these*

4. implied

5. traditional

6. Committee

7. predictions

8. CPM

9. avoids

10. at all levels

b. State True or False

1. False

2. True

3. False

4. False

5. True

6. True

7. True

8. False

9. True

10. True

Ans 2a. 14 principles of Henry Fayol

- b. . 1. Challenges of competition
2. challenge in information technology
3. challenge if diversity in workforce
4. challenge in learning organizations
5. challenge in managing innovation
6. challenge in managing change
7. challenge in customer focus
8. challenge in knowledge management
9. challenge of organizational restructuring
10. Challenge in downsizing

c. 10 different roles of manager. Broadly classified in three categories Inerpersonal, Informational , Decisional .

d. situational, organisational adaptation, contingency leadership , Adapting to situation , changes thinking , relationship with environment

Ans 3 a. Standing plan , Single use , operational , functional , strategic plan

b. Management by Objectives – Peter Drucker . Features : Superior – Subordinate participation, Joint goal setting , Joint decision on methodology, Makes way to attain maximum results, Support from superior

c. Brainstorming , Delphi , Nominal Group technique

d. Process of planning

1. Classifying the problem 2. Determining the objective 3. Collecting complete information and data 4. analyzing and classifying in information collection 5. Estabilishing planning premises . Determining alternative plans 7. Selecting operating plan and preparing derivative plan 8. Arranging time and sequence of operations 9. Securing participation of employees 10. Follow up of the propose the plan

Ans 4a. matrix organisation is a combination of project and functional organization .
advantages : excellence in interdisciplinary specialization, higher motivation, better coordination and control , reduces pressure of work on top management , fullest use of available resources .

Disadvantages : dual control on employees, costly, difficult to manage, pressure of work on staff, communication gap

b. as per the situation

c. coordination through planning,organising, staffing, directing and controlling

d. autocratic, democratic , free rein , participative