2013

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

(Objective Type Questions)

1. Choose the correct answer of the following:

2×10 = 20

(a) Communication is a process which is:
   (i) Two way
   (ii) Three way
   (iii) One way
   (iv) None of these

(b) Delegation is more often:
   (i) Upward

UK – 20/2 (Turn over)
(ii) Downward
(iii) Sideward
(iv) None of these

(c) Wage is given for:
(i) Mental Work
(ii) Physical Work
(iii) Daily Work
(iv) Monthly Work

(d) The Need Hierarchy Motivation Theory is given by:
(i) Maslow
(ii) Herzberg
(iii) Vroom
(iv) None of these

(e) The main purpose of control function is to:
(i) Punish the defaulter
(ii) Watch the defaulter
(iii) Take remedial action
(iv) All of these

(f) Theory X and Y belong to:
(i) Herzberg
(ii) Mc Gregor
(iii) Maslow
(iv) None of these

UK – 20/2 (2) Cont'd.
(g) Filling and Keep Filling of vacant post is:
(i) Staffing  (ii) Organizing
(iii) Leading  (iv) Controlling

(h) Planning Function of Management is performed by:
(i) Top Management
(ii) Middle Management
(iii) Lower Management
(iv) All of these

(i) Who is the Father of Scientific Management?
(i) F. W. Taylor
(ii) Henri Fayol
(iii) Elton Mayo
(iv) Abraham Maslow

(j) Who is the father of Modern Management Theory?
(i) Frederick Herzberg
(ii) Harold Koontz
(iii) Henri Fayol
(iv) F. W. Taylor
Group – B
(Long-answer Type Questions)

Answer any four questions: \[15 \times 4 = 60\]

2. What do you mean by Management? Discuss its nature and scope.

3. Define Communication and its process.

4. Discuss Formal and Informal Organization.


6. What do you mean by controlling? Explain the different approaches to controlling.

7. What is Delegation of Authority? Discuss its merits and limitations.

8. Discuss Management Vs Administration.

9. Discuss the elements of Effective Planning.

10. Discuss the different types and barriers in communication in an organization.

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