

2011

Full Marks : 80

Time : 3 hours

*The questions are of equal value*Answer **five** questions including Question 1 which is compulsory

1. State whether the following statements are True or False :
- Authority and responsibility must be equal.
 - Planning is the secondary function of management.
 - Self-actualisation is one of the basic needs of a human being.
 - Communication may be symbolic or express.
 - Controlling is doing function of management.
 - Both administration and management are same.

- Communication should flow only from bottom to top.
- Coordination is not necessary for a manager.

- "Management is a Science or an art." Discuss.
- Differentiate between 'management' and 'administration'.
- What are the principles of management developed by Fayol?
- Discuss the essential elements of a good planning.
- Define and distinguish among line, staff and functional relationships.
- Critically examine Maslow's need hierarchy theory of motivation.
- Write an explanatory note on 'barriers to effective communication'.
- Discuss the need for manpower planning. What are the steps in manpower planning?
- Discuss the basic steps in the process of controlling.