

**2019**

*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 five questions in which Q. No. 1 is compulsory.*

1. Indicate the correct answer of the following multiple choice questions (MCQ) :
  - (a) Which of the following is not a primary function of Management ?
    - (i) Planning
    - (ii) Decision making
    - (iii) Controlling
    - (iv) Staffing
  - (b) Techniques of control is / are :
    - (i) Budgetary control
    - (ii) Break-even point analysis

(iii) Critical path method

(iv) All of these

(c) Grouping of activities on the basis of product lines is a part of :

(i) Divisional organisation

(ii) Autonomous organisation

(iii) Functional organisation

(iv) Delegated organisation

(d) Which of the following is not an element of delegation ?

(i) Accountability

(ii) Authority

(iii) Responsibility

(iv) Informal organisation

(e) The concept of functional organisation developed :

(i) Hery Fayol

(ii) Elton Mayo

(iii) F. W. Taylor

(iv) Masiow

(f) Delegation of authority means delegation to subordinates of :

(i) Accountability

- (ii) Responsibility
  - (iii) Work
  - (iv) Work and related authority
- (g) \_\_\_\_\_, an employee's performance is rated by superiors, peers, subordinates and clients.
- (i) Grading
  - (ii) Ranking Method
  - (iii) Behaviourally anchored rating scale
  - (iv) 360° appraisal system
- (h) \_\_\_\_\_ essentially involves moving management trainees from department to department to learn different function of the organisation.
- (i) Job Analysis
  - (ii) Job evaluation
  - (iii) Job rotation
  - (iv) Job specification
2. Discuss the social responsibility and ethics in management. Explain the nature and purpose of planning.
3. Briefly discuss the contribution of Henry Fayol to Management thought.

4. What is Human Resource Management? What are its functions and objectives? Explain
5. "Plans are selected courses along which the managers desires to co-ordinate group action." Discuss the statement. Bring out clearly the meaning and types of plans or planning in the context of management.
6. What is performance appraisal? Discuss the various methods of performance appraisal.
7. What do you mean by policies? Discuss the types of policies and the characteristics of a sound business policy.
8. Distinguish any two of the following :
- (i) Theory X and Theory Y
  - (ii) Leadership and Management
  - (iii) On the Job training and off the Job training
  - (iv) Scientific management and administrative management
9. Write short notes on any two of the following :
- (i) Organisational Development
  - (ii) Social Responsibility
  - (iii) Organisational Culture
  - (iv) Control techniques

