

**2020**

*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 :
  - (a) Management is needed :
    - (i) Lower Level
    - (ii) Middle Level
    - (iii) Top Level
    - (iv) All Levels
  - (b) Which of the following is not a primary function of Management ?
    - (i) Controlling

- (ii) Decision making
    - (iii) Staffing
    - (iv) Planning
  - (c) Which of the following is not an element of sound departmentation ?
    - (i) Control
    - (ii) Co-ordination
    - (iii) Specialization
    - (iv) Supervision
  - (d) The minimum parties of Communication are :
    - (i) 2
    - (ii) 4
    - (iii) 8
    - (iv) 16
  - (e) The father of Scientific Management is :
    - (i) Taylor
    - (ii) Fayol
    - (iii) Jeray
    - (iv) Appley

- (f) The function of decision making is :
- (i) Top Management
  - (ii) Lower Management
  - (iii) Middle Management
  - (iv) None of these
- (g) Planning is :
- (i) Short-term
  - (ii) Middle-term
  - (iii) Long-term
  - (iv) All of these
- (h) Which of the following is not an element of deligation ?
- (i) Accountability
  - (ii) Authority
  - (iii) Responsibility
  - (iv) Informal organisation

2. Define Management and describe its main functions.

3. What are the essential qualities of a good leader ?

EJ – 5/2

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( Turn over )

- 4. Explain the Maslows Need Hierarchy Theory.
- 5. Explain the various techniques of decision making.
- 6. Describe the basic steps in planning process. Why is each step important ?
- 7. What are the main elements of Effective Control Systems ?
- 8. Distinguish any **two** of the following :
  - (a) Formal and Informal Communication
  - (b) Planned and Unplanned Decision
  - (c) Authority and Responsibility
  - (d) Financial incentives and Non-financial incentives
- 9. Write short notes on any **two** of the following :
  - (a) Elements of Delegation
  - (b) Strategies
  - (c) Policies
  - (d) Motivation

EJ – 5/2 (600)

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