

**Management****2016****Time: 3 Hours****(Regular)****Max. Marks: 100****NOTE: Attempt any FIVE questions.**

1. a) What are the links in the Management Chain? Explain how they are linked together.  
b) Give a brief account of the services made by Frederick Taylor to increase the productive efficiency.
2. a) What is the importance of planning in management?  
b) According to Peter Drucker what are the key areas in which a business an organization must set its objectives while making out plans for future.
3. a) What is Group decision making?  
b) What two methods are adopted to make use of Group Ideas? Describe these methods.
4. a) What type of Organizational Approach is represented by Bureaucracy? Briefly explain:  
b) The whole function of organizing is considered to be consisting of four basic elements... Name them and briefly explain them.
5. a) Define human resources.  
b) Describe staffing activities.
6. a) the theory of motivating factors put brother by Frederick Herzberg. Explain.  
b) Describe theories of x & y.
7. Explain in detail 7Cs of communication also briefly discuss modes of communication.
8. Write short notes on any TWO of the following:
  - (i) Break-even analysis
  - (ii) Phases of Control
  - (iii) M.B.O.
  - (iv) List the types of Budgets and explain any one

**Management****2016****Time: 3 Hours****(Private)****Max. Marks: 100****NOTE: Attempt any FIVE questions.**

1. a) Define Management. Explain the functions of a Manager.  
b) Discuss the contribution of Henri Fayol in the field of Management.
2. a) Distinguish between 'Delphi Technique' and 'Nominal Group Technique'.  
b) What are various steps in decision making process?

3. Define 'Planning' (give at least two definitions). Discuss various steps of planning process as given by Robert Fulmer.
4. a) Define Staffing.  
b) Write various steps involved in the process of Staffing.
5. a) What are the factors that determine "delegation of Authority"?  
b) Discuss the different methods of Training?
6. Define Group. What are the various types of Groups? How group members rank.
7. a) Explain the process of Communication.  
b) Describe the pitfalls and barriers in Communication.
8. a) What are the characteristics of self-actualized person as given by Maslow?  
b) Frederick Herzberg described "Two Vital Factors in every Job" - "Maintenance and Motivational Factors." Elucidate.
9. Write short notes on any TWO of the following:  
(i) X and Y theory    (ii) Break-even Analysis  
(iii) M.B.O.    (iv) Centralization

**Management**

**2015**

**Time: 3 Hours**

**(Regular)**

**Max. Marks: 100**

**NOTE: Attempt any FIVE questions.**

1. a) Briefly explain the different schools of Management Theory.  
b) Define Coordination. Also explain its methods and techniques.
2. a) What are the guidelines for effective decision making?  
b) Explain the steps involve in Problem Analysis.
3. a) "Failing to plan means planning to fail." Discuss.  
b) Briefly discuss the steps involved in Planning Process.
4. a) Write a note on Formal and Informal Organization.  
b) Explain W.G. Scott's four pillars of Classical Organization Theory.
5. a) What ("o. you understand by Human Assets? Explain the importance of Human Assets.  
b) Evaluate the ability of MBO as a technique of Performance Appraisal.
6. a) What is mean by "Motivation"? Lis, the different theories of Motivation.  
b) Compare Maslow's and Herzberg's theories of Motivation.
7. Write short notes on any THREE of the following:

- (i) Phases of Control
- (ii) Line and Staff authority
- (iii) Types of Budget
- (iv) Break even analysis
- (v) McGregor theory X and theory Y about human nature

## **Management**

**2015**

**Time: 3 Hours**

**(Private)**

**Max. Marks: 100**

**NOTE: Attempt any FIVE questions.**

1. a) Explain the fourteen principles of Henri Fayol.  
b) Differentiate between Scientific Management and Administrative Management.
2. a) Explain Rational Decision Making.  
b) Briefly discuss various steps involved in preventive problem solving.
3. a) Define Planning.  
b) Briefly explain the steps involved in Planning Process.
4. a) What do you understand by Organizing? Explain.  
b) What is Span of management in an organization? Briefly describe the factors that determine span of management I control.
5. a) Define Staffing.  
b) Explain the steps involved in staffing process.
6. a) Why are the groups formed? Describe the common reasons.  
b) Explain the characteristics of a good control system.
7. a) Describe four philosophies of communication.  
b) Explain the devices that facilitate top-down and bottom-up communication.
8. a) briefly describe the sources of Authority.  
b) Explain charismatic leaders and transformational leaders.
9. Write short notes on any TWO of the following:
  - (i) Universality of Managerial Principles
  - (ii) Zero Base Budgeting
  - (iii) McGregor "Theory X" and "Theory "Y"
  - (iv) Hawthorne Effects

**NOTE: Attempt any FIVE questions.**

1a) Define Management and describe the universal functions of Management

b) State briefly the general principles of Management as given by Henry Fayol.

2a) Managerial Decision Making is assumed to be rational; elaborate this statement giving the limitations of Rational Decision Making.

b) Describe the steps in Decision Making Process.

3a) Define Planning and clarify its importance as a basic function of Management.

b) What are Limit ions / Barriers to Planning? How can an organization fail to achieve its goals despite having a formal plan?

4a) What do you understand by "Span of Management"? Narrate the factors that determine the Span of Management.

b) Write notes on:

(i) Line Organization

(ii) Functional Organization

(iii) Line & Staff Organization

5a) Define "Motivation" in Organization.

b) Name various "Monetary and Non-Monetary Incentives" which can be used to motivate the organization members to show improved performance.

c) What role do "Monetary Incentives" play in motivating employees?

6 a) Define "Leadership" and point out the difference between a "Leader" & a "Manager".

b) Briefly narrate:

(i) Qualities of a Leader

(ii) Leadership Styles

7a) Discuss the meaning & nature of "Managerial Control". Also point out the relationship between "Planning" and "Controlling".

b) Describe "Control Process".

8. Write short notes on any THREE of the following:

(i) Types of Plans commonly used in Management

(ii) Basic Principles of Organization

(iii) Merits and Demerits of "Decentralization of Authority"

(iv) McGregor theory X and theory Y about human nature

(v) Explanation and Importance of "Performance Appraisal"

(vi) Barriers to Communication

**Management**

**2014**

**Time: 3 Hours**

**(Private)**

**Max. Marks: 100**

**NOTE: Attempt any FIVE questions.**

1. a) Define Management.

b) State the functions of Management.

2. a) Define "Decision Making".

b) Briefly discuss "Delphi Technique" and Nominal Group Technique" and explain difference between both the techniques.

3. a) Why planning is regarded as primary function of Management? Elaborate.

b) Explain the following terms:

(i) Objectives (ii) Policy (iii) Budget

4. a) Discuss briefly the 'Authority Relationship' with in Organization.

b) Name the various basis of Departmentation.

5. a) Define Group. How groups grow?

b) Explain the types of Groups.

6. a) What is "Motivation"? Name the different theories of motivation.

b) What are the characteristics of self-Actualized Person as given by Maslow?

7.) Write notes on any THREE of the following:

(i) Coordination (ii) Management by Objectives

(iii) Phases of Control (iv) Inventory Chart

(v) Management Audit

**Management**

**2013**

**Time: 3 Hours**

**(Regular)**

**Max. Marks: 100**

**NOTE: Attempt any FIVE questions.**

1. a) Describe the contribution of F.W. Taylor in development of Management.

b) Write about the importance of coordination in the field of Management.

2. a) How far "Problem Solving Process" is helpful in resolving the real problem in business.

b) What are the various steps in decision making process?

3. Define Planning and discuss the various steps of planning process as given by the Robert. M. Fulmer?
4. a) Define "Organizing".  
b) What do you understand by span of Management / Control?
5. a) Discuss the importance of "Human Assets".  
b) What do you understanding by Staffing?
6. a) What do you understand by the term "Motivation"?  
b) Explain "Two Factor Theory" given by Herz Berg.
7. a) What do you understand by "Leadership"?  
b) Describe the various theories of Leadership.
8. a) Explain Communication Process.  
b) Describe the philosophies of Communication.
9. a) what are the factors that determine "Delegation of Authority"?  
b) Discuss the different methods of Training.
- 10) Write short notes on any THREE of the followings:  
(1) Principles of Management(ii) Management by objectives  
(iii) Types of Budgets (iv) Line and staff authority  
(v) Hierarchy of need theory  
(vi) Characteristics of good control system

**Management**

**2013**

**Time: 3 Hours**

**(Private)**

**Max. Marks: 100**

**NOTE: Attempt any FIVE questions.**

1. a) "The ultimate task of Management is to guide people toward goal accomplishment". Discuss in the context of "Universality of Management".  
b) Briefly describe the major contribution of Henri Fayol, in the field of 'Management'.
2. a) "Managers who wish to avoid problems by anticipating them, a simple set of questions about the decision can be of help". Explain.  
b) "Effective Decision Making" requires certain 'Guidelines'. Discuss.
3. a) Define the term 'Planning'.  
b) Describe the sequential steps in "Planning Process".
4. a) What are the factors, determining "Effective Span of Management"?  
b) Briefly explain the three types of "Authority Relationships" within an Organization.

5. a) "Human Assets are even more valuable than physical assets". Comment.  
b) Discuss the steps involved in "Staffing Process".
6. a) Witt characteristics of mentally healthy or "Self-Actualized Person", described by Abraham H. Maslow?  
b) What are the reasons of group formation?
7. a) Explain the terms 'Encoding' and 'Decoding' of Communication.  
b) Frederick Herzberg described two vital factors in every job. Discuss in detail.
8. a) Define 'Leadership' and explain the following Leadership terms:  
(i) Autocratic Leader  
(ii) Democratic Leader  
(iii) Laissez-faire Leader  
b) Describe the 'Control Process'.
9. Write short notes on any THREE of the followings:  
(i) The Functions of a Manager  
(ii) The Participative Model Mc Gregor's theory of X and Y  
(iii) Management by Objectives  
(iv) Maslow's Ladder - Hierarchy of Needs  
(v) Philosophies of Communication  
(vi) Coordination

**Management**

**2012**

**Time: 3 Hours**

**(Regular)**

**Max. Marks: 100**

**NOTE: Attempt any FIVE questions.**

1. a) Define Management. Explain the functions of a Manager. (10)  
b) Discuss the contribution of Henri Fayol in the field of Management. (10)
2. a) Describe the steps in the process of Preventive Problem Solving. (10)  
b) What are the guidelines for effective decision making?(10)
3. a) Briefly describe the various steps involved in the process of planning.(15)  
b) Policies are guide to Thinking. Discuss.(05)
4. a) Name and briefly explain William G. Scotts four pillars of classical organization theory. (15)  
b) What is Unity of Command? (04)

5. a) McGregor presented two sets of assumptions about the nature of people. Discuss (Theory 'X' and 'Y'). (10)
- b) Explain 'Hierarchy of Need Theory'. (10)
6. a) What do you understand by 'Staffing'? (06)
- b) Write various steps involved in the process of staffing. (14)
7. a) Write briefly the different methods of Orientation and Training. (08)
- b) Explain 'Line', 'Staff' and 'Functional' authority relationship.
8. a) How do the groups grow? Explain. (10)
- b) What factors lead to formation of groups? (10)
9. a) Describe briefly the components of Communication Process.
- b) Describe the media to carry the message. (10+10)
- 10) Write short notes on any TWO of the following: (20)
- I. Phases of Control
  - II. Management by objective (M.B.O)
  - III. Theories of Leadership
  - IV. Coordination
  - V. Break-even Analysis

## **Management**

**2012**

**Time: 3 Hours**

**(Private)**

**Max. Marks: 100**

**NOTE: Attempt any FIVE questions.**

1. a) Define the concept of Management. (05)
- b) Describe the Fourteen Principles of Management by Henry Fayol. (15)
2. a) What do you understand by "Rational Decision Making"? (05)
- b) Discuss the various steps involved in Problem Solving /Preventive Problem Solving. (15)
3. a) Define M.B.O. briefly discuss the various activities performed in this process? (12)
- b) What are the demerits of "M.B.O"? (08)
4. a) Write about "Formal and Informal Organization". (05)
- b) Describe four pillars of Organization by G.W. Scott. (15)
5. a) Define the Staffing Process. (05)
- b) How many steps are involved in the Staffing Process? Explain each. (15)
6. a) What are the reasons for the Formation of Group? (10)
- b) State various classification of Group. (10)
7. a) What is Motivation, Name the various theories of Motivation.



- b) Discuss Maslow's Need theory in detail. (08+12)
8. a) Explain the Communication Process. (10)
- b) Describe the Medias to carry the message. (10)
9. a) What are the factors that determine "Delegation of Authority"? (10)
- b) Discuss the different methods of Training. (10)
- 10.) Write short notes on any TWO of the followings: (20)
- (i) Departmentation (ii) X and Y Theory
- (iii) Types of Leader (iv) Types of Control
- (v) Human Balance Sheet

## Management

2011

Time: 3 Hours

(Regular)

Max. Marks: 100

**NOTE: Attempt any FIVE questions.**

1. a) "Management means different things to different people at different times". Explain this statement in the context of Managerial activities. (10)
- b) How Henry Fayol contributed in the development of Management Thoughts? (10)
2. a) Distinguish between the 'Delphi Technique' and 'Nominal Group Technique'. (12)
- b) Explain the various steps in the process of Decision Making.
3. a) Why Planning is regarded as the Primary Task of Management. (08)
- b) Explain the following terms: (12)
- (i) Policies (ii) Procedures (iii) Rules
4. a) Define Formal & Informal Organization. (10)
- b) What is M.B.O.? Discuss briefly the various activities performed in this process. (10)
5. a) Compare MASLOW and HERZBERG theories of Motivation.
- b) How far money can operate as a powerful motivator? (10)
6. a) Elucidate the importance of HUMAN ASSETS. (06)
- b) Describe the Usual Selection Procedure in Staffing. (14)
7. What do you understand by Leadership? Describe the various theories of Leadership. (20)
8. a) Discuss the Philosophies of Communication. (10)
- b) What is Good Communication? (10)
9. a) Explain various types of Budget? (10)
- b) What do you understand by 'Breakeven Analysis'? Explain with the help of Chart? (10)

10.) Write short notes on any TWO of the following: (20)

- (i) Delegation of Authority
- (ii) Factors of Communication
- (iii) Performance Appraisal
- (iv) Types of Groups
- (v) Departmentation

## Management

2011

Time: 3 Hours

(Private)

Max. Marks: 100

**NOTE: Attempt any FIVE questions.**

1. a) Define Management with reference to various experts. (08)  
b) Describe the basic functions of Manager. (12)
2. a) How far "Problem Solving Process" is helpful in resolving the real problem in business. (10)  
b) Define "Decision Making" 'Effective Decision - Making', depend upon certain guidelines. Explain briefly. (10)
3. a) Differentiate between Procedures, Rules & Policies. (10)  
b) What are the reasons that cause the plan to fail? (10)
4. a) What do you understand by "Staffing"? (05)  
b) "Human Resource Process" requires certain steps as suggested by Robert M. Fulmer. Elaborate. (15)
5. a) "A group is not simply a gathering of People". Define Group in the context of Management. (08)  
b) Explain the factors determine the 'Effective Span of Management'. (12)
6. a) Communication is a "Two-way Process". Comment. (05)  
b) Different 'Philosophies of Communications' are helpful to deal with different situations. Explain. (15)
7. a) 'Motivation' motivates the people towards desired objectives. Elaborate. (05)  
b) Sequential 'Human Needs' are described by Abraham Maslow. Explain. (15)
8. a) Write note on phases of control. (10)  
b) What are the characteristics of good control system? (10)
9. Write short notes on any THREE of the following: (20)
  - I. Departmentation
  - II. Delphi & NGT (Group Decision Making)

- III. Theory X and Theory Y
- IV. Types of Groups Management Audit
- V. Communication Barriers

**Management**

**2010**

**Time: 3 Hours**

**(Regular)**

**Max. Marks: 100**

**NOTE: Attempt any FIVE questions.**

1. a) Describe the contributions of F.W. Taylor in development of management thoughts. (10)  
b) Discuss the qualities of an effective manager as identified by Henri Fayol. (10)
2. a) Discuss the various steps involved in problem analysis. (10)  
b) What are the guidelines for making decisions effective? (10)
3. a) Define planning and briefly discuss the various steps of planning process. (15)  
b) Policies are guide to thinking. Discuss. (05)
4. a) What are the basic elements of organizing? (10)  
b) Discuss the factors that have influence over span of management. (10)
5. a) Briefly state Downward and Upward Communication. (08)  
b) Explain the process of Communication. (12)
6. a) What steps have to be followed to control organizational activities. (10)  
b) What are the characteristics of good control system? (10)
7. Define "Group". What are the various types of groups? How group Members Rank. (20)
8. a) What do you understand by the term 'Motivation'? Name the various theories of Motivation. (10)  
b) What are the characteristics of Self-actualized person as given by Maslow? (10)
9. a) Define the term Leadership and briefly discuss various theories of Leadership. (12)  
b) What do you understand by Orientation and Training? (08)
- 10.) Write short notes on any THREE of the following: (20)
  - (i) Hawthorne effects
  - (ii) Principles of Management
  - (iii) Barriers to Communication
  - (iv) Management by Objective
  - (v) Types of budgets

**Management****2010****Time: 3 Hours****(Private)****Max. Marks: 100****NOTE: Attempt any FIVE questions.**

1. a) Define 'Management'. (05)  
b) Discuss the contribution of Henri Fayol in the development of management thoughts. (15)
2. a) briefly write on Japanese Decision making. (08)  
b) What steps are involved in the process of decision making?
3. a) Define Planning. (05)  
b) Discuss various steps involved in the process of planning.
4. a) Define the term line & staff authority. (05)  
b) What are the factors that determine delegation of authority?
5. a) What do you understand by 'Staffing'? (10)  
b) Write various steps involved in the process of staffing. (10)
6. a) What are the various types of control? (10)  
b) How the Breakeven analysis technique can be used for control purpose. (10)
7. a) Define the term 'motivation' and list various theories of motivation. (10)  
b) Briefly state 'x' and 'y' theory of human relation as given by Mc Gregor. (10)
8. a) What do you understand by Leadership? (05)  
b) Describe the essential qualities of a Leader. (15)
9. a) Why groups are formed?(05)  
b) Discuss the various characteristics of a successful group.
10. Write short notes on any TWO of the following: (20)  
(i) Departmentation by enterprise function  
(ii) Inventory Chart (iii) Staff Concept  
(iv) Division of work

**Management****2009****Time: 3 Hours****(Regular)****Max. Marks: 100****NOTE: Attempt any FIVE questions.**

1. a) "Management is getting things done through people" in the light of this statement given concise definition of the term management. (06)

- b) Differentiate between planning and controlling functions of management. (14)
2. a) Do you agree that 'Departmentation by Enterprise Functions' is widely used basis of Departmentation. (10)
- b) Distinguish between the "Delphi Technique" and "Nominal Group Technique"
- 3.) Define 'Planning' (Give at least two definitions). Discuss various steps of planning process as given by Robert M. Fulmer. (20)
4. a) "Planning is looking ahead and controlling is looking behind" in the light of this statement briefly discuss the control process. (10)
- b) Explain various types of "BUDGET". (10)
5. a) Elucidate the importance of HUMAN ASSETS. (06)
- b) Briefly explain the various steps involved in the process of 'staffing'. (14)
6. a) Why are the groups formed? Describe the common reasons.
- b) How do the groups grow? Explain. (10)
7. a) Enumerate the major ways that people communicate. (10)
- b) Explain the "Four Philosophies" of Communication.
8. a) Mc Gregor presented two sets of assumptions about the nature of people. Discuss. (10)
- b) Explain Hierarchy of need theory.
- 9.) Write short notes on any TWO of the following: (20)
- (i) Coordination (ii) Guide lines of decision making
- (iii) Line and staff authority
- (iv) Inventory Chart (v) Communication Process

## Management

2009

Time: 3 Hours

(Private)

Max. Marks: 100

**NOTE: Attempt any FIVE questions.**

1. a) 'Management' is involved in every stage of our modern organization. Explain in the context of Universality of Management. (06)
- b) Describe "General Administrative Principles" as contributed by the "Father of Modern-Operational Management Theory."
2. a) 'A manager can avoid the problems by preparing a simple set of question'. Explain. (10)
- b) Briefly explain the steps in "Problem-Solving Process". (10)
3. a) 'Planning' is 'Primacy' and 'Pervasive' Explain. (06)
- b) What factors contribute in optimizing "Span of Control"? Elucidate. (14)

4. a) Briefly discuss the "Authority-Relationship" within organization. (08)  
 b) Give the various suggestions to make staff work. (12)
5. a) How group members are divided into various Ranks? (10)  
 b) What factors lead to the "Formation of Group"? (10)
- 6.) What is the purpose of Communication? Explain how Communication takes place from 'Sender' to 'Receiver'. (20)
7. a) Name the "Major theories of Motivation" with their respective authors / proponent. (05)  
 b) Frederick Herzberg described "Two vital factors in every job", "Maintenance & Motivational factors". Elucidate. (15)
8. a) Define "Leadership". What is "Benevolent Autocrat"?  
 b) Briefly describe "Control Process" and "Phases of Control".
- 9.) Short notes (Any THREE): (20)  
 (i) The Functions of Manager (ii) Planning Process  
 (iii) Human Resource Process (iv) Management Audit  
 (v) Theory X & Theory Y

## **Management**

**2008**

**Time: 3 Hours**

**(Regular)**

**Max. Marks: 100**

**NOTE: Attempt any FIVE questions.**

1. a) Define MANAGEMENT. What are its functions? (10)  
 b) Mention the Contribution of Henri Fayol in the field of Management. (10)
2. a) Define 'RATIONAL DECISION MAKING'. (05)  
 b) Explain the various steps in the process of Decision-Making.
3. a) Why PLANNING is regarded as the Primary Task of Management? (08)  
 b) What are Policies? What are the effective guidelines for Policy Making? (12)
4. a) Define 'Organizing'. (08)  
 b) "Organizing is a tool for achieving enterprise objectives". Discuss the basic elements of Organizing. (12)
5. a) What are the THREE BASIC STEPS IN CONTROL? (08)  
 b) Explain various TYPES OF CONTROL. (12)
6. a) Discuss the importance of HUMAN ASSETS. (08)  
 b) Describe briefly the 'STAFFING ACTIVITIES'. (12)

7. a) Abraham Maslow's Humanistic Approach determines five basic needs that are required in nature. Explain. (12)

b) Who is "Benevolent Arbitrary"? Explain brief. (08)

8. a) Explain COMMUNICATION PROCESS. (10)

b) What are the BARRIERS to EFFECTIVE COMMUNICATION?

9. Write short notes on any TWO of the following: (20)

(i) Co-Ordination (ii) Delegation of Authority

(iii) Guidelines of Decision - Making

(iv) Types of Groups (v) Management Audit

(vi) Inventory Chart

## **Management**

**2008**

**Time: 3 Hours**

**(Private)**

**Max. Marks: 100**

**NOTE: Attempt any FIVE questions.**

1. a) Define 'Management' with reference to various experts. (05)

b) Management functions are universally applied. Explain each function in detail. (15)

2. a) Define 'Decision Making'. (05)

b) Briefly discuss Delphi Technique & Nominal Group Technique, making their difference clear. (15)

3. Describe 'Planning' as process, giving this managerial function in to sequential steps. (20)

4. a) Define Formal & Informal Organization. (05)

b) Name the various basis of Departmentation. Discuss Territorial Departmentation in some detail. (15)

5. a) What do you understand by 'Staffing'? (05)

b) Briefly discuss the various steps involved in the Staffing Process. (15)

6. a) Explain 'Hierarchy of need Theory.' (10)

b) Mc Gregor presented two sets of assumptions about the nature of people. Discuss. (10)

7. a) Define 'Communication'. (05)

b) Explain briefly ups & down communication in a Business Organization. (15)

8. a) Name the various steps involved in Control Process. (05)

b) Explain the characteristics of a good Control System. (15)

9.) Write short notes on any THREE of the following: (20)

(i) Span of Management

- (ii) Management Audit
- (iii) Benevolent Autocracy
- (iv) Types of Groups
- (v) Coordination

**Management**

**2007**

**Time: 3 Hours**

**(Regular)**

**Max. Marks: 100**

**NOTE: Attempt any FIVE questions.**

1. a) Write a brief note on Henri Fayol. What aspects of Fayol's contribution differ from that of Taylor? (10)  
b) Write down various qualities of a manager as given by Fayol.
- 2.) What do you understand by 'Preventive Problem Solving'? Discuss its procedure. (20)
3. a) Differentiate between Procedures, Rules and Policies. (10)  
b) Briefly describe the activities (steps) of planning process as given by Robert M. Fulmer. (10)
4. a) What do you understand by 'Span of Management / Control'?  
b) State the factors which determine Superior-Subordinate relationship. (15)
5. a) Define Motivation. (05)  
b) List various theories of Motivation given by various Authors.  
c) Explain 'Two Factor Theory' given by Herzberg. (10)
6. a) Define Performance Appraisal. (05)  
b) Briefly discuss the various steps involved in "Staffing Process". (15)
7. a) Discuss various 'Barriers to Communication'. (10)  
b) What are the Philosophies of Communication? (10)
8. a) Explain characteristics of a group. (10)  
b) How group members rank? (10)
- 9.) Write short notes on any THREE of the following (20)
  - i) Orientation and Training
  - ii) Types of Budgets
  - iii) Noise in Communication
  - iv) Universality of Managerial Principles



**NOTE: Attempt any FIVE questions.**

1. a) For a manager to be successful, he should possess so many qualities apart from its vocational proficiency. What are those qualities?  
b) Every manager big or small has to perform managerial functions. Discuss them.
2. a) Describe the steps in Problem solving.  
b) Briefly discuss "Guidelines to Decision Making".
3. a) What do you understand by 'Planning Premises'? What are their types?  
b) List the Various steps involved in 'Planning Premises'.
- 4.) What do you understand by Span of Control? In any organization what factors will decide whether span should be kept wide or narrow.
5. a) What is Motivation? And what is its importance to be a manager?  
b) How far money can operate as a powerful motivator?
6. Differentiate between 'Selection and Recruitment'. Describe the usual selection procedure.
7. Define Communication. Explain barriers that come in the way of communicating your message to your subordinates.
8. a) What are the groups formed? Describe the common reasons.  
b) Briefly state various classifications of groups.
- 9.) Write short notes on any THREE of the following:
  - i) Coordination ii) Factors of Communication
  - iii) Various Types of Budget
  - iv) Staff Concept
  - v) Difference among Policy, Procedure and Rules.
  - vi) Division of Labor