

TIME: 2 HOURS

PART-A

(13 x 1 = 13)

1. Management is an —

- (a) Art (b) Science (c) Art or Science
(d) Art and Science

2. Which of the following is not a function of management?

- (a) Staffing (b) Planning (c) Co-operation
(d) Controlling

3. Find the odd one out:

- (a) Board of Directors (b) CEO (c) Foreman
(d) Shareholders

4. Dividing the work into small tasks is known as —

- (a) Discipline (b) Unity (c) Equity
(d) Division of work

5. Which of the following is verification function?

- (a) Planning (b) organising
(c) Staffing (d) Controlling

6. Which of the following is not a main function?

- (a) Decision-making (b) planning
(c) organising (d) Staffing

7. Which is the first step in process of MBO?

- (a) Firing Key Result Area (b) Appraisal of Activities
(c) Matching Resources with Activities (d) Defining Organisation objectives.

8. Delegation of Authority is easily done with the help of —

- (a) MBM (b) MBE
(c) MBO (d) MBA

9. The founder of Scientific management was:
 (a) Peter. F. Drucker (b) Frederick Taylor
 (c) Henry Fayol (d) Elton

10. Match the following:

	LIST I		LIST II
i)	Rule of Thumb	1)	Mutual Trust
ii)	Mental Revolution	2)	Extension of Principle
iii)	Group action	3)	Attitude of Workers
iv)	Co-operation	4)	Personal Judgements

(i) (ii) (iii) (iv)
 (a) 1 2 3 4
 (b) 4 3 1 2
 (c) 3 4 2 1
 (d) 2 3 1 4

11. Pick the odd one out.

(a) Planning (b) Organising (c) Rule of Thumb
 (d) Staffing

12. Which one of the following is not correctly matched?

(a) MBO - Management By objectives
 (b) MBE - Management By Exception
 (c) MBO - Management By Organisation
 (d) KRA - Key Results Area

13. MBO is popularised in — : (a) USA
 (b) Japan (c) India (d) UK

2)

PART-B

(8x2=16)

ANSWER TO ALL QUESTIONS:

14. List out the tools of Management.
15. State the meaning of Authority.
16. Define Management according to Peter Drucker.
17. What is meant by motivation?
18. How do you coordinate your classroom with peace?
19. Define MBO
20. What is known as KRA?
21. Bring out the meaning of MBE?

PART-C

(7x3=21)

22. List any Four process of MBO?
23. What are the process of MBE?
24. List out the main functions of management.
25. State the importance of Staffing.
26. What determines the span of management?
27. Is management Art or Science?
28. Write short notes on:
(a) Decision-making (b) Directing

(4x5=20)

PART-D

29. Explain the management process in detail?
30. Discuss the implications of span of management?
31. What are the advantages of MBE?
32. What are the main functions of mgt?

*** ALL THE BEST ***

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PART-B (15x2=30)
WRITE ANY 15 QUESTIONS?

14. What is management?
15. List out the management tools.
16. Who is a manager?
17. State the meaning of Authority?
18. What do you mean by Span of management?
19. What is meant by Innovation?
20. Write short notes about Planning.
21. What is meant by Motivation?
22. How do you co-ordinate your Classroom with peace?
23. Define MBO?
24. What is meant by Controlling?
25. What is known as KRA?
26. Mention any two advantages of MBO.
27. What are the objectives of MBO?
28. Define management.
29. What is the meaning of MBE?
30. What are the three jobs of mgt?

PART-C

(4x3=12)

31. Is Management an Art or Science?
32. What are the principles of Taylor?
33. What determines the Span of management?
34. State the importance of Motivation?