Instructions: 1. All questions are compulsory.
2. Figures written opposite to questions indicate marks.
3. Do as directed.

Section - A

Questions from 1 to 10 are multiple choice questions. Select the correct answer from the options A, B, C, D. Each question carries ONE mark.

1. Management is a developing as a ______ benefitting individuals, society and the nation.
   (A) Art  (B) Science  (C) Profession  (D) Discipline

2. At ______ there is more of informality and Leadership.
   (A) Top level management  (B) Middle level management  (C) Bottom level management  (D) All the levels

3. ______ is a key to successful Leadership.
   (A) Division of Labour  (B) Centralisation  (C) Principle of Initiative  (D) Discipline

4. ______ is also called departmental organisation.
   (A) Line organisation  (B) Functional organisation  (C) Committee Organisation  (D) Line and Staff organisation

5. ______ is the basis of success of an organisation.
   (A) Authority  (B) Responsibility  (C) Delegation of Authority  (D) Accountability

6. ______ is the second step in recruitment.
   (A) Planning  (B) Organising  (C) Selection  (D) Directing

7. ______ are at the root of industrial conflicts.
   (A) Wage disputes  (B) promotion  (C) Transfer  (D) Demotion

8. Decisions are implemented through ______.
   (A) Directing  (B) Supervision  (C) Motivation  (D) Communication

9. ______ is a better motto than ‘read and learn’.
   (A) See and know  (B) Know and see  (C) Read and Write  (D) Read and discuss

10. Which of the following element is not included in area of financial management.
    (A) Acquiring finance  (B) Security of finance  (C) Utilising finance  (D) Distributing finance

(P.T.O.)
Section - B
Answer the following questions from 11 to 20 in a sentence or two. Each carries 1 mark. (10)

11. What do you mean by Mental Revolution?
12. By which function of management optimum utilisation of all the resources of business is made?
13. Why planning is called a basic function of management?
14. On what basis Departmentation can be done?
15. What type of Inter-relationship is established by Delegation of Authority?
16. What type of difficulties are created by centralisation?
17. Which type of tests are taken in order to make selection procedure more scientific?
18. What is the ultimate objective of an ideal wage system?
19. Who occupies a key position between the management and the worker?
20. What is difference between communication and Reporting?

Section - C
Answer the following questions from 21 to 35 in brief. (Each carries 2 marks) (30)

22. Clarify hierarchy of levels of management with help of diagram.
23. Explain importance of principles of management.
24. Explain principle of unity of command.
   OR
   Explain principle of Scalar-chain.
25. Explain four characteristics of Planning.
   OR
   Explain four benefits of Planning.
26. Explain uses of Budgeting.
27. Explain Demerits of Line organisation.
   OR
   Explain Merits of Functional Organisation.
28. Clarify Importance of Staffing.
29. Explain Internal Sources of Recruitment.
   OR
   Explain types of Training to the Workers.
30. When is Piece-Wage system suitable?
   OR
   Give the difference between Time Wage System and Piece Wage System?
31. State qualities of a good leader.
32. Explain importance of Reporting.
33. Explain Social Responsibility of business at different levels.

(P.T.O.)
34. Explain benefits of business Environment to businessmen.
35. Explain social responsibility of business towards investors.

Section - D

Answer as directed questions from 36 to 45. Each question carry Three marks. 
Options are Internal.

36. Explain importance of Management in modern economy.
37. Explain components of planning.

OR

38. Explain various stages of Planning.
39. Explain stages for the formation of an ideal organisation.
40. Explain advantages and limitations of Decentralisation.
41. Write a short note on ‘Staffing as a Part of Human Resource Management.’
42. Bring out clearly, the difference between ‘Training’ and ‘Development’.
43. Give meaning of Wages and explain elements of an Ideal Wage System.

OR

44. Explain various types of Monetary Incentives.
45. Clarify Importance of Motivation.

OR

46. Explain Importance of Leadership.
47. “Management without reporting is like an army without ammunition”. - Explain.

OR

Explain in detail Production Management.

Section - E

Answer in detail questions from 46 to 49. Each question is of Five marks. 
Options are Internal.

46. Define control and discuss in detail different stages in controlling.
47. Give meaning of Consumer protection and explain means and methods for consumer protection.

OR

State the positive and Negative aspects of Economic Environment in India after 1991.
49. Write a detailed note on Business Ethics.

OR

State Responsibility of Business towards various stake holders and explain its responsibility towards society and public at large.