

LB. : (1) Attempt any five questions.

(2) All questions carry equal marks.

1. (a) Define Management. Explain any four important functions of management. 10
(b) Comment on Elton Mayo's Hawthorne experiment. 10
2. (a) Define Planning. Explain the nature of planning. 10
(b) Define Decision-making. Discuss the steps in decision-making process. 10
3. Explain the following concepts in not more than eight lines :- 20
(a) Scalar Chain (c) Formal Organisation
(b) Organisation Chart (d) Budgetary Control.
4. (a) What do you mean by Span of Control ? Discuss the factors affecting it. 10
(b) Define delegation of authority. Explain why managers hesitate to delegate 10
5. (a) Explain Maslow's Need Hierarchy theory of motivation. 10
(b) Discuss the various sources of recruitment. 10
6. (a) Define training. Write any four types of employee training. 10
(b) What are the various methods of performance appraisal. 10
7. (a) What is Communication ? Discuss the steps in communication process. 10
(b) Define Leadership. Explain any four leadership styles. 10
8. (a) "Coordination is the essence of management". Explain. 10
(b) Explain the different types of controls. 10
9. (a) Define Organizations Development. Explain its importance. 10
(b) What are the causes of turnover of Managerial Staff ? How can it be prevented ? 10

2. Read the following case study and answer the questions :-

Ashok Sharma is a bundle of energy, optimism and committed to excellence. This has all changed in the last year. Mr. Sharma has not been able to return his telephone calls, meet with customers on time or develop his strategic plan. He is totally overloaded with work. He has been working from 8.00 a.m. to 9.00 p.m. for the last nine months. He is totally fatigued and believes that his performance has suffered. Further he has become irritable at home picking up arguments on trivial matters.

Mr. Sharma has attended time management workshops and reads everything he can, about Time Management but nothing seems to improve. Budget cut-backs, increased competition, new government regulations and policies and the retirement of six key managers have all placed new responsibilities and burdens on Sharma. He is searching for a way to get himself back on track.

Questions :-

- (a) What problems are faced by Mr. Sharma ? 6
- (b) What is time management ? What is its importance ? 8
- (c) Did time management workshop improve Mr. Sharma's condition ? Justify. 6

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