

2020-21
Time - 3 hours
Full Marks – 80

*Answer **all groups** as per instructions.
Figures in the right hand margin indicate marks.
Candidates are required to answer
in their own words as far as practicable.*

Group-A

1. Answer all questions or fill in blanks as required. [1x12]
- a) Management is the _____ of getting the things done by others.
 - b) Management is an art and as well as a _____.
 - c) _____ is the father of scientific management.
 - d) Sectional heads are part of _____ level of management personnel.
 - e) Estimation of manpower requirements is known as _____.
 - f) _____ leader wants to run the organisation all by himself.
 - g) Communication is _____ of information, ideas and thoughts.
 - h) Human relation movement is a part of _____ theories of management.
 - i) The function of sharing authority by the superiors with their subordinates is called _____.
 - j) Who is called the father of General and Administrative Management?
 - k) Grouping of activities is a part of which function of management?
 - l) Which management function initiates action?

Group-B

2. Answer any eight of the following questions within two or three sentences each. [2x8]
- a) Define management as an art.
 - b) Name two top level managerial personnels.

- c) Define planning.
- d) What do you mean by planning premises?
- e) State two features of management planning.
- f) Define staffing function of management.
- g) Who is a democratic leader?
- h) Define communication.
- i) What is motivation?
- j) Define centralisation of Authority.

GROUP-C

3. Write notes on any eight of the followings within 75 words: [3x8]
- a) Write three features of management.
 - b) Define management as a science.
 - c) Write three limitations of scientific management.
 - d) Define contingency approach of management.
 - e) Give an account of the benefits of system approach of management.
 - f) Give an account of three barriers to effective planning.
 - g) Define span of management.
 - h) State the significance of staffing function of management.
 - i) Why co-ordination is significant in business management? Discuss.
 - j) Outline the benefits of motivation.

GROUP- D

4. Answer any four questions within 500 words each. [7x4]
- a) Define Management. Discuss the significance of management in the working and growth of modern business.
 - b) Briefly discuss the Fayol's principles of management.
 - c) Write notes on within 250 words each.
 - I) Human Relation Approach
 - II) Behavioural Science Approach

- d) What do you mean by delegation of authority? Discuss the principles of sound delegation.
- e) Define Directing Function of Management. Outline the significance of directing in effective management.
- f) State in brief the barriers to sound communication in management.
- g) What is controlling? Discuss in brief the modern controlling techniques.
