

Q.29 What is management skill?

Q.30 Give the nature of control.

Q.31 Briefly explain various sources of recruitment.

Q.32 Give the importance of coordination.

SECTION-D

Note: Long answer type questions. Attempt any three questions out of four questions. (3x10=30)

Q.33 What is management? Explain the various functions of a manager.

Q.34 Explain the steps in Selection Process.

Q.35 'Planning and Controlling are two sides of the same coin'. Comment and justify the statement.

Q.36 Explain 'Line and Staff' form of organisational structure.

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3rd Sem / FAA

**Subject : Management Process and
Organisational Behaviour**

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Objective type questions. All questions are compulsory (10x1=10)

Q.1 Define delegation.

Q.2 Name two sources of Recruitment.

Q.3 In _____ employee is shifted to job lower in status.

Q.4 MBO stands for _____.

Q.5 _____ means prohibiting an employee from attending work.

Q.6 Coordination leads to attainment of group goals. (True/False)

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- Q.7 What are long-range plans?
- Q.8 Recruitment is a negative, procedure.
(True/False)
- Q.9 What is Centralisation.
- Q.10 Audit is a control mechanism (True/False)

SECTION-B

Note:Very short answer type questions. Attempt any ten questions out of twelve questions. (10x2=20)

- Q.11 Define Recruitment.
- Q.12 Give 2 principles of Organisation.
- Q.13 What is meant by top-level in the organisation structure?
- Q.14 Define planning.
- Q.15 What is 'Control'?
- Q.16 What is Promotion?
- Q.17 What is 'Unity of Command'?

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- Q.18 What is 'Span of Control'.
- Q.19 Who are staff specialists?
- Q.20 Name two techniques of directing.
- Q.21 Name two companies which undertake recruitment practices.
- Q.22 What is Grievance handling?

SECTION-C

Note:Short answer type questions. Attempt any eight questions out of ten questions. (8x5=40)

- Q.23 What is the role of an HR manager?
- Q.24 Why do transfers take place?
- Q.25 Give the characteristics of management.
- Q.26 Differentiate between recruitment and selection.
- Q.27 What are the objectives of organisation?
- Q.28 Explain Principles given by F.W. Taylor.

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