

Duration: 2 hrs. 30 Mins

RHAF324

SYBAF-IV  
FC (Mgt)

Total Marks: 75

Note: All Questions are compulsory subject to internal choice.

15/3/24

**Q.1 A. Fill in the Blanks with the best option and rewrite the statements: (any 8) (08)**

1. \_\_\_\_\_ involves application and dedication on part of managers.  
i) Authority                      ii) Order                      iii) Responsibility                      iv) Discipline.
2. \_\_\_\_\_ refers to the reputation of the firm in the minds of its stakeholders.  
i) Perception                      ii) Position                      iii) Goodwill                      iv) Communication
3. In every organization, there is a need for \_\_\_\_\_ relationship.  
i) Functional                      ii) Balanced                      iii) Informal                      iv) Superior-Subordinate
4. Centralization of authority may work only in case of \_\_\_\_\_ organizations.  
i) Medium                      ii) Large                      iii) Growing                      iv) Small
5. Departmentation by \_\_\_\_\_ is carried out in manufacturing units.  
i) Time                      ii) Area                      iii) Process                      iv) Functions.
6. \_\_\_\_\_ interview has a planned list of questions.  
i) Unstructured                      ii) Informal                      iii) Structured                      iv) Group
7. \_\_\_\_\_ test requires interpretation of problems or situations.  
i) Projective                      ii) Personality                      iii) Performance                      iv) Perception
8. \_\_\_\_\_ are conducted to judge the ability and experience of the candidates.  
i) Reference Check                      ii) Interviews                      iii) Application Screening                      iv) Tests
9. \_\_\_\_\_ interview helps to retain competent employees.  
i) Stress                      ii) Exit                      iii) Group                      iv) Informal
10. \_\_\_\_\_ refers to designation of the employee in the organization.  
i) Job Security                      ii) Job Title                      iii) Job Enrichment                      iv) Job Enlargement

**Q.1 (B) State whether the following statements are True or False (Any 7) (07)**

1. Directing is a continuous process.
2. Appreciation is a monetary incentive.
3. Promotion refers to sideways shift of an employee within an organization.
4. Final interview obtains the basic information of the candidate applying for job.
5. Authority should always be more than responsibility
6. There are well defined goals in an informal organization.
7. Planning is the secondary function of management.

8. Henry Fayol listed 13 principles of management.
9. Administration and management are synonymous.
10. There are two broad levels of management, top level and lower level.

Q.2. A) Explain any 8 Henri Fayol's Principles of Management. (08)  
B) Explain the Features or Planning. (07)

OR

C) What is Organising? Write down the Process of Organising. (08)  
D) List out the features of Management. (07)

Q.3. A) Distinguish between Formal and Informal Organisation. (08)  
B) What are the Disadvantages of Decentralisation. (07)

OR

C) Distinguish Between Recruitment and Selection. (08)  
D) What are the Types of Interviews. (07)

Q.4. A) What is Formal Organisation? Explain Features of Formal Organisation. (08)  
B) Explain the Advantages of Informal Organization. (07)

OR

C) What is the Process of Delegation of Authority? (08)  
D) Distinguish between Delegation and Decentralization. (07)

Q.5. A) Explain the Need and Importance of Staffing? (08)  
B) Explain the Job Selection Procedure. (07)

OR

Q.5. Write Short notes on (Any 3) (15)

1. Management
2. Controlling
3. Motivation
4. Planning
5. Staffing.

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