

**2017**

Time: 3 hours

Full Marks: 70

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from **all** the Groups as directed.

**Group – A**

**(Compulsory)**

1. State True or False of the following: 1x10=10
- a. Concept of Scientific Management is profounded by Henry Fayol.
  - b. CSR activity is a way to earn profit.
  - c. Managers need Authority.
  - d. Autocratic leaders suit best for an organization.
  - e. Aim of an organization is to earn profit.
  - f. Decision-making is done out of available alternatives.
  - g. Management process includes commitment of a manager.
  - h. Physiological needs are at the top of the need hierarchy.
  - i. Leaders are not born.
  - j. Centralization of power is best for an organization.

Fill in the blanks with appropriate words.

1 x 5 = 5

- k. Ethics stands for \_\_\_\_\_ of an organization. (Good conduct, Good image)
- l. Messages distorted during communicating are known as \_\_\_\_\_ of communication. (Barriers, Channels)
- m. When power is given to subordinates is known as \_\_\_\_\_. (Decentralization, Centralization)
- n. The work efficiency of an employee is measured by \_\_\_\_\_. (Director, Supervisor, HR Manager)
- o. Controlling techniques is used for \_\_\_\_\_. (Achievement of goals as a Punishment, Power)

### Group – B

Answer any **five** questions of the following: 4x5=20

2. What do you mean by Strategy? What it is important?
3. Define Authority and state its features.
4. Explain the term Preventive Control.
5. “CSR is important for an organization”. Discuss.
6. Discuss the principles of Scientific Management.
7. Define Leadership and write down its features.
8. Discuss the role of manager in Organizational Development.

### Group – C

Answer any **five** questions of the following: 7x5=35

9. “Management is Science or an Art”. Comment.
10. Discuss the basic functions of a manager in an organization.
11. Define Planning and state its importance in an organization.

12. What is Departmentation. Explain its type.
13. Explain the role of Information Technology in an organization.
14. Define the term Motivation and discuss the theories related with human need.
15. Imagine yourself a manager of a company. Explain how will you plan and organize company's annual meeting.

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