

MAY 2014

**P/ID 77712/MBN1A/  
MBS1A**

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Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 3 = 30 marks)

Answer any TEN questions.

Write short notes on the following.

1. Management.
2. Planning.
3. Policies.
4. Decision-making.
5. Organizing.
6. Departmentation.
7. Delegation of Authority.
8. Decentralization.
9. Selection.
10. Training.

11. Co-ordination.
12. Controlling.

SECTION B — (5 × 6 = 30 marks)

Answer any FIVE questions.

13. What are the role and functions of a Manager?
14. What are the different types of policies?
15. What are the personal aspect of decision-making?
16. Discuss the various classification of Organization.
17. In what circumstances the centralization and decentralization of authority are advisable in business administration?
18. Explain the concept of span of management.
19. What are the different problems of Co-ordination?
20. Why controlling is important?

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SECTION C — (2 × 20 = 40 marks)

Answer any TWO questions

21. Explain the 14 principles of scientific management suggested by F.W. Taylor.
  22. Explain the steps in planning process.
  23. Explain the external sources of recruitment, tests types of interviews used in the selection process.
  24. “Co-ordination is the essence of management”. – Do you agree with this statement? Justify your answer.
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