

- (C) Coordination of specialized activities
(D) None of the above
- h. The process by which the structure and allocation of jobs is determined is called
(A) Organizing (B) Planning
(C) Staffing (D) Forecasting
- i. Which type of organization is used to handle a variety of projects, ranging from small to large?
(A) Matrix organization (B) Project organization
(C) Functional organization (D) Line and staff organization
- j. People associated with _____ in 1644 are
(A) Babylonians (B) Chinese
(C) Hebrews (D) Greeks

Answer any FIVE Questions out of EIGHT Questions.
Each question carries 16 marks.

- Q.2** a. What do you mean by productivity? Enlist the factors affecting productivity. (6)
- b. What are the components of productivity measurement system? (4)
- c. What is scheduling? What are the advantages, disadvantages and applications of a master schedule? (6)
- Q.3** a. State the characteristics of a good personnel policy. (4)
- b. Why training of employees is essential? Also discuss the different instructional methods of training. (12)
- Q.4** a. What is the importance of decision making? Also explain the theories of decision making. (8)
- b. What is PERT and CPM? How do they differ from each other? (8)
- Q.5** a. What is the necessity of permitting workers to participate in management? What are the conditions responsible for the success of worker's participation in management? (8)
- b. What do you mean by collective bargaining? What are the steps involved in collective bargaining process? (8)

- Q.6** a. Define working capital. What are the sources and uses of working capital? (6)
- b. How debentures differ from shares? (4)
- c. What is matrix organization? What are its advantages and limitations? (6)
- Q.7** a. Why cost accounting is necessary? (5)
- b. State the objectives of budgets. (5)
- c. Write short notes on the followings:
- (i) Market research
 - (ii) Sales forecasting (6)
- Q.8** a. Discuss the concept and stages of conflict in an organization. (12)
- b. State the important propositions of Neo-classical organizational theory. (4)
- Q.9** a. Describe the process of management. (8)
- b. What are the functions of industrial manager? (4)
- c. Explain in brief the concept of zero defect and quality circle. (4)