

# 17684

**21819**

**3 Hours / 100 Marks**

Seat No.

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- Instructions* – (1) All Questions are *Compulsory*.
- (2) Illustrate your answers with neat sketches wherever necessary.
- (3) Figures to the right indicate full marks.
- (4) Assume suitable data, if necessary.
- (5) Mobile Phone, Pager and any other Electronic Communication devices are not permissible in Examination Hall.

**Marks**

- 1. Attempt any FOUR of the following: 20**
- a) Define management. Mention its various functions.
- b) List out the principles of organising.
- c) What are the objectives of directing?
- d) What are the importance of HRM.
- e) What are the factors affecting HRP.
- f) List out various sources of recruitment.
- 2. Attempt any TWO of the following: 16**
- a) Describe the role and social responsibility of a manager.
- b) What is MBO? How does it result into effective utilization of resources:
- c) Mention the scope of:
- (i) Management
- (ii) Performance appraisal

P.T.O.

- 3. Attempt any TWO of the following: 16**
- a) What are the various types of organization? Describe functional organization with example.
  - b) Describe the steps in the process of training and development.
  - c) Define controlling. Explain its process.
- 4. Attempt any TWO of the following: 16**
- a) Explain how motivation and leadership gives effective direction to employees.
  - b) Elaborate the scope and activities of HRM.
  - c) What are the elements or components of job analysis? Mention its advantages.
- 5. Attempt any TWO of the following: 16**
- a) What are the various techniques of demand forecasting? Explain briefly.
  - b) Distinguish between training and development.
  - c) Distinguish between recruitment and selection.
- 6. Attempt any TWO of the following: 16**
- a) Explain McGregor's theory of motivation.
  - b) Describe the process of performance appraisal.
  - c) Mention the steps of:
    - (i) Staffing
    - (ii) Training
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