

- (A) General manager (B) Planning
(C) Organization (D) Management
- j) “The principles of organization are the pillars of administrative wisdom.” 1
Who has said these words?
(A) Dr. Henry Fayole (B) Dr. Terry
(C) Koontz and O’Donnell (D) Peter Drucker
- k) The delegation of authority to take decision to the assistants at every 1
level is called what?
(A) Centralization (B) Decentralization
(C) Departmentation (D) Responsibility
- l) Possibility of which types of decisions being taken is increased due to 1
Centralization of authority?
(A) Improper (B) Proper
(C) Medium type (D) Un-thoughtful
- m) To delegate work and authority to carry it out is called what ? 1
(A) Delegation of authority (B) Delegation of responsibility
(C) Centralization (D) Departmentation
- n) What can be called the decision taken by the management and the 1
formulation of strategy in order to achieve pre-determined objectives ?
(A) Policy (B) Method
(C) Process (D) Rules

Attempt any four questions from Q-2 to Q-8

- Q-2 Attempt all questions (14)**
(A) What is Production? Explain its characteristics 7
(B) Write characteristics of Service 7
- Q-3 Attempt all questions (14)**
(A) Explain importance of Management 7
(B) Explain Luther Gullick’s classification “POSDCoRB” 7
- Q-4 Attempt all questions (14)**
(A) State characteristics of Planning 7
(B) Describe different stages of planning 7
- Q-5 Attempt all questions (14)**
(A) Explain process of strategy formulation 7
(B) State limitations of Planning 7
- Q-6 Attempt all questions (14)**
(A) Discuss guideline principles for creating ideal organization 14
- Q-7 Attempt all questions (14)**
(A) Write the limitations of organization 7
(B) Explain the principles of delegation of authority 7
- Q-8 Attempt all questions (14)**
(A) Describe factors affecting the centralization of authority 7
(B) State the advantages of decentralization of authority 7

