17684

Instructions –   (1) All Questions are *Compulsory.*

(2) Answer each next main Question on a new page.

(3) Illustrate your answers with neat sketches wherever necessary.

(4) Figures to the right indicate full marks.

(5) Assume suitable data, if necessary.

(6) 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 and state its functions.

b) What are the principles of organising.

c) List out various steps in control process.

d) Mention five objectives of HRM.

e) Explain job analysis job specification and job description.

f) Mention various sources of recruitment.

g) What are the factors with motivates employees of lower level.

2.   **Attempt any TWO of the following:**   **16**

a) Brief out the scope and importance of planning process.

b) What is MBO? Mention its steps.

c) Describe the role and social responsibility of managers.

Marks

3. **Attempt any TWO of the following:**   **16**

a) Distinguish between delegation of authority and decentralization.

b) What is staffing? Mention its importance and advantages.

c) Describe the steps of selection process.

4. **Attempt any TWO of the following:**   **16**

a) Explain how leadership different from Management.

b) What are the various requirements of an effective control techniques.

c) Define the role and activities of HRM. Mention full current trends in HRM.

5. **Attempt any TWO of the following:**   **16**

a) Describe various factors affecting HRP.

b) What is demand forecasting? Describe its two techniques.

c) Distinguish between training and development.

6. **Attempt any TWO of the following:**   **16**

a) Brief out any two methods of training and development.

b) Describe any one theory of motivation.

c) What is performance appraisal? Brief out its process.

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