

S.Y.B.COM. (SEM III)

COMMERCE-II

CLASS TEST

20 MARKS

Q.1 State whether following statements are true or false (any 10) (05)

- 1) Management is intangible -
- 2) Gangplank helps to reduce delays in communication -
- 3) Objectives point out beliefs and philosophy of an organization -
- 4) Budget is controlling device in planning -
- 5) MIS support decision making -
- 6) MBE facilitates delegation of authority within an organization -
- 7) In the absence of planning, events are left to chance -
- 8) Schedule indicate approximate time -
- 9) Strategy is a broad long term plan-
- 10) MBO is result-oriented approach -
- 11) Management is one time activity -
- 12) The principle of unity of command & principle of unity of direction are synonymous -
- 13) Now a day's plans need to be rigid-
- 15) MBE facilitates delegation of authority-
- 16) MIS is future-oriented concept -
- 17) Technical skill is required at the lower level of management -
- 18) Mission outlines belief and philosophy of the management -
- 19) Policies are implied statements -
- 20) The genesis of MBO is attributed to Peter Drucker –
- 21) The top management requires more of technical skills as compared to conceptual skills-.
- 22) Management is life giving element in an organization-
- 23) Division of work only leads to specialization-
- 24) Authority refers to power to take decisions-
- 25) Planning function of management facilitates SWOT analysis-

Q.2 Answer in one or two lines (any 3) (05)

(TIP: Explain concept only)

- (1) Esprit de corps.
- (2) Unity of command:
- (3) Technical skills:
- (4) Mission:
- (5) Standards:

- (6) Policy
- (7) Planning:
- (8) Unity of direction:
- (9) Conceptual skills:
- (10) Budget:

Q. 3 Answer in brief

(any 2)

(10)

(TIP: Explain the term, & it's relevance in brief)

- 1) MBE
 - 2) Management skills
 - 3) MBO
 - 4) Levels of Management
 - 5) Management:
 - 6) Staffing
 - 7) Management competencies in 21st Century
 - 8) Standing plans
 - 9) Single use plans
 - 10) Human skills
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