

Code: 22MBA1001

**SET-I**

**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI  
(AUTONOMOUS)**

**I MBA I Semester Regular/Supplementary Examinations, February, 2025  
MANAGEMENT THEORY AND ORGANIZATIONAL BEHAVIOR  
(MASTER OF BUSINESS ADMINISTRATION)**

**Time: 3 Hrs**

**Max. Marks: 60**

**Answer any Five questions  
All questions carry EQUAL marks  
Question No. 8 is Compulsory**

1. a) Write a brief notes on functions of management. **6 M**  
b) Describe the fundamental differences between the contributions of Henry Fayol and F.W.Taylor. **6 M**
2. "Planning is an intellectual process, the conscious determination of course of action, the basis of decision for purpose, facts and considered estimates"- Discuss. **12 M**
3. 'M.B.O is a comprehensive management system that integrates many key managerial activities in a systematic manner and that is consciously directed to achieve the stated objectives'. Explain this statement **12 M**
4. What is organization and organizing? Write a brief note on various types of organization structures with their respective merits and demerits. **12 M**
5. Explain the determinants of individual behavior. What are the common perceptual errors that can affect decision-making by the managers? **12 M**
6. A good leader is one who understands his subordinates, their need and their sources of satisfaction". Comment on this statement and highlight the traits of effective leaders. **12 M**
7. a) How are organization cultures rooted in the symbolic aspects of everyday Life? **6 M**  
b) How to sustain organization culture in any organization. **6 M**

Bharat Products Ltd. is a big factory with a turnover of Rs.10 crore and with 400 workers. You have been in the office of its Factory Manager, Mr Kaushik, for nearly 40 minutes. During this short period you have found that your conversation with him has been interrupted several times. First, it was the Office Manager who rang him to get his approval for samples of office stationery. Mr Kaushik sends for the samples. Then came the ring from a supplier who informs Mr Kaushik that a particular part of the machinery, which is otherwise not available in the market, can be had from him. Mr Kaushik rings the Storekeeper to purchase this part immediately from the supplier and to cancel the order, if any, which the Purchase Manager might have placed. Then there is a ring from a customer requesting Kaushik to allow a higher percentage of discount than that promised by the company's Sales Manager. Kaushik not only turns down the request but also expresses his surprise at the high percentage already allowed by the Sales Manager. Finally, a foreman enters and complains that a certain part of one machine is broken and it not being available in the stock, the production may suffer. Mr Kaushik asks the foreman to tell the Purchase Manager to order the part immediately.

**Questions:**

- i. Is Kaushik performing the job of a manager? Give your reasoning.
- ii. What are your suggestions to improve his managerial style?

Answer ONE Question from each Unit

All Questions Carry Equal Marks

All parts of the Question must be answered at one place

**UNIT-I**

1. a) What are the primary objectives of communication in an organization? 7M  
b) Describe the process of communication and explain the key elements involved. 7M

**(OR)**

2. a) What are the different types of communication? Provide examples of each. 7M  
b) How does noise affect the communication process? Give examples of different types of noise. 7M

**UNIT-II**

3. a) What is the difference between formal and informal communication in an organization? 7M  
b) How does interpersonal communication differ from intrapersonal communication? 7M

**(OR)**

4. a) Explain the role of emotion in interpersonal communication. How can emotions affect the message? 7M  
b) What are some common barriers to interpersonal communication? 7M

**UNIT-III**

5. a) Define kinesics and explain how it impacts communication. 7M  
b) What is proxemics, and why is understanding personal space important in communication? 7M

**(OR)**

6. a) Explain the role of paralanguage in communication. How can tone, pitch, and pace affect the message? 7M  
b) What is haptics, and what role do touch and physical contact play in communication? 7M

**UNIT-IV**

7. a) What are the key mechanics of writing that contribute to clear and effective communication? 7M  
b) How do you structure a report to ensure clarity and professionalism? 7M

**(OR)**

8. a) Explain the components of a formal business letter and its standard format. 7M  
b) Discuss the importance of tone and language in business correspondence. 7M

**UNIT-V**

9. a) What are the prerequisites for delivering an effective presentation? 7M  
b) How can you structure a presentation to ensure clarity and engagement? 7M

**(OR)**

10. a) What strategies can be used to improve assertiveness in communication? 7M  
b) Discuss the importance of body language during a presentation. 7M