

No. of Printed Pages : 4
Roll No.

224112

**1st Sem / OMCA/ Fin., Acc. & Aud. /
Business Management
Subject : Principles of Management**

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory
(6x1=6)

- Q.1 Control function of management cannot be performed without
- a) Planning
 - b) Organising
 - c) Staffing
 - d) All of these
- Q.2 Line Organisation is also known as
- a) formal Organisation
 - b) Informal Organisation
 - c) Both of these
 - d) None of these
- Q.3 Upward Communication flow _____
- a) Top to Bottom
 - b) Bottom to Top
 - c) None of these
 - d) Both a & b

(200)

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- Q.4 The main purpose of control is to _____
 a) Punish the defaulter b) Watch the defaulter
 c) None of these d) Both a & b
- Q.5 Staffing include _____
 a) Training b) Appraisal
 c) Placement d) Directing
- Q.6 Management is _____
 a) Art b) Science
 c) None of these d) Both a & b

SECTION-B

- Note:** Objective/ Completion type questions. All questions are compulsory. (6x1=6)
- Q.7 Unity of Command is principles of Management. (True/False)
- Q.8 Order flow from superior to subordinate in effective management. (True/False)
- Q.9 Centralisation is all control at one place. (True/False)
- Q.10 Motivation is an element of Directing function. (True/False)
- Q.11 Leader influence the others people (True/False)
- Q.12 Controlling is looking back. (True/False)

SECTION-C

- Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)
- Q.13 Write any four difference between centralization and decentralization
- Q.14 Define any four advantages of informal organization.
- Q.15 Explain essentials of delegation of authority.
- Q.16 Explain the steps in the process of organizing.
- Q.17 List the steps in selection process.
- Q.18 Explain the various levels of Management.
- Q.19 Explain the modern technique of controlling.
- Q.20 Explain the importance of controlling.
- Q.21 Define characteristics of Staffing.
- Q.22 Explain on the job training.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)
- Q.23 Explain the various function of Management.
- Q.24 Define difference between formal and informal organization.
- Q.25 Define various steps involved in staffing process.