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Roll No. ....

183013

**Branch: OMCA**  
**Sub : Principles of Management**

Time : 3 Hrs.

M.M. : 60

**SECTION-A**

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

- Q.1 The selection of best alternative from many alternatives is known as \_\_\_\_\_.
- a) Selection                      b) Decision Making  
c) Organizing                      d) Budgeting
- Q.2 Directing is telling people what to do and seeing that they do it to the best of their \_\_\_\_\_.
- a) Ability                      b) Capability  
c) Management                      d) None of these
- Q.3 \_\_\_\_\_ is the process of stimulating people of engage in goal - directed behaviour.
- a) Communication                      b) Directing  
c) Motivation                      d) None of these

Q.4 The process of exchanging information and understanding between two or more persons is.

- a) Directing                      b) Motivation
- c) Leadership                  d) Communication

Q.5 Controlling function of an organization is :

- a) Forward Looking      b) Backward Looking
- c) Both A & B              d) None of these

Q.6 In Management, \_\_\_\_\_ is deciding in advance what is to be done.

- a) Planning                      b) Decision Making
- c) Directing                      d) Controlling

#### Section-B

**Note: Objective/Completion type questions. All questions are compulsory. (6x1=6)**

Q.7 \_\_\_\_\_ is the process of passing information and understanding from one person to another.

Q.8 \_\_\_\_\_ is deciding in advance what is to be done.

Q.9 Define on the job training.

Q.10 Recruitment is different to Selection. (True/False)

Q.11 Leader focus on systems. (True/False)

Q.12 \_\_\_\_\_ can be defined as a willingness to expend energy to achieve a goal.

#### Section-C

**Note: Short answer type Questions. Attempt any eight questions out of ten Questions. (8x4=32)**

Q.13 Briefly explain the features of Directing.

Q.14 Define Staffing. Discuss the need of Staffing.

Q.15 Explain Features of formal organizing.

Q.16 Discuss the four points of characteristics of communication.

Q.17 Briefly discuss the features of management.

Q.18 Which types of problem occur in Decision Making.

Q.19 Discuss the relationship between Planning and Controlling.

Q.20 Difference between Recruitment and Selection.

Q.21 Explain line organizational structure with diagram.

Q.22 Explain Difference between Leadership and Management.

#### Section-D

**Note: Long answer questions. Attempt any two questions out of three Questions. (2x8=16)**

Q.23 Define Planning. Explain the Characteristics of Planning.

Q.24 What is Selection? Explain steps of Selection Process.

Q.25 Define Motivation? Discuss the importance of Motivation.