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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 Planning function of Management is performed by_____
a) Top Management b) Middle Management
c) Lower Management d) All of these
- Q.2 The main advantage of the line organization is_____
a) Unity of Command b) Specialisation
c) Expert Advice d) Speedy Decision
- Q.3 Communication in organization flows_____
a) Top to bottom b) Bottom to Top,
c) None of these d) Both A & B
- Q.4 Staffing include_____
a) Training b) Appraisal
c) Placement d) Directing

Q.5 Planning is first function of management

- a) True b) False

Q.6 Motivation can be either _____

- a) Positive b) Negative
c) None of these d) Both A & B

SECTION-B

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

Q.7 Division of work is principles of Management.
(True/False)

Q.8 Decentralisation is all control at one place.
(True/False)

Q.9 A written communication in an organization is formal communication.(True/False)

Q.10 Motivation is an element of Directing function.
(True/False)

Q.11 Leadership is an element of Directing function.
(True/False)

Q.12 Communication can be oral and written.
(True/False)

SECTION-C

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

Q.13 Explain the objective of Management.

Q.14 Define importance of organising.

Q.15 Explain four advantages of formal organization.

Q.16 Define the process of delegation of authority.

Q.17 Explain advantages of Autocratic leadership.

Q.18 Define the importance of Motivation.

Q.19 Define type of qualities of good Leader.

Q.20 Explain the traditional technique of controlling.

Q.21 Explain the need of effective planning.

Q.22 Define objective of Controlling.

SECTION-D

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

Q.23 Define the various steps involved in staffing process.

Q.24 Define the features and difference between formal and informal organization.

Q.25 Explain Meaning and features of various type of organization.