

- Q.25 Discuss in detail the process of co-ordination.
- Q.26 What are the essential characteristics of an effective communications system?
- Q.27 Write any five qualities of a good teacher.
- Q.28 Discuss the Major steps that are used in selection process.
- Q.29 Explain the technique of directing.
- Q.30 Discuss the importance of staffing in an organization.
- Q.31 What is importance of motivation in managing organization?
- Q.32 Discuss the relative merit of oral and written communication.
- Q.33 Explain the difference between formal & informal organization.
- Q.34 Discuss the steps involved in organizing process.
- Q.35 Describe the different objectives of planning.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Define planning:-Explain in brief steps involved in planning.
- Q.37 Explain in detail fundamental principles of Management.
- Q.38 Explain the effective steps in process of controlling.

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2nd Sem / Finance Account & Auditing Subject:- Principles of Management

Time : 3Hrs. M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 Management is
- a) an art b) a Science
 - c) both art and science d) neither
- Q.2 _____ is about grouping of job
- a) organizing b) directing
 - c) planning d) controlling
- Q.3 How many principles are given by Henry Fayol
- a) 14 b) 20
 - c) 18 d) 16
- Q.4 Which of the following is not an element of direction?
- a) Motivation b) Communication
 - c) Delegation d) supervision
- Q.5 An efficient control system helps to

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- a) Accomplishes organizational objectives
 - b) boost employee morale
 - c) Judges accuracy of standards
 - d) All of the above
- Q.6 Principle of Management are
- a) Flexible b) Not flexible
 - c) fixed d) All of the above
- Q.7 Which one of the following is not an element of communication process
- a) Encoding b) Channel
 - c) Receiver d) measurement
- Q.8 Which one of the following is a technique of quality control?
- a) Inspection b) ABC analysis
 - c) Internal audit d) External Audit
- Q.9 Which one of the following is a feature of good plan
- a) Consistency
 - b) high ambitious target
 - c) formulated by all persons
 - d) Rigid targets
- Q.10 A system of Co-operative activities of two or more persons is called _____
- a) Organizational b) Business
 - c) Co-ordination d) control

SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 Which is not a basic function of the Management
_____ Controlling/Working?
 - Q.12 _____ Plans have clearly defined objective.
(Specific standing)
 - Q.13 Define management
 - Q.14 Who is the father of Scientific Management ?
 - Q.15 Inspection order can be a verbal order (True/False)
 - Q.16 Define planning.
 - Q.17 What is Authority?
 - Q.18 Define policies
 - Q.19 Define motivation
 - Q.20 Write any one elements of planning

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Discuss two types of Business organization
 - Q.22 How does long term planning differ from short term planning?
 - Q.23 What are essential features of a good plan?
 - Q.24 Explain the level of Management.