

No. of Printed Pages : 4
Roll No.

183013

1st Year / OMCA

Subject : Principles of Management

Time : 3 Hrs.

M.M. : 60

SECTION-A

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

- Q.1 Directing is necessary at the _____ level of management
a) Top b) Lower
c) middle d) all
- Q.2 The characteristic of motivation happens to be
a) Positive b) negative
c) Positive and negative d) None
- Q.3 During the process of communication there is an exchange of
a) Ideas b) order
c) feelings d) all of above
- Q.4 Controlling is needed at _____
a) Top level b) middle level
c) lower level d) all

- Q.5 Controlling is related to
a) Results b) individuals
c) things d) managers
- Q.6 Planning is looking ahead while controlling is
a) Back b) forward
c) back and forward d) below
- SECTION-B**
- Note:** Objective/ Completion type questions. All questions are compulsory. (6x1=6)
- Q.7 Management is _____
a) An art b) a Science
c) an art & a science d) an art not Science
- Q.8 The first and important function of management is Planning (True/False)
- Q.9 Controlling is _____
a) Forward Planning
b) Backward Planning
c) Both a or b
- Q.10 The person who send the message is called _____ (sender/Receiver)
- Q.11 Communication is a Non-stop _____ (Process /Machine)
- Q.12 The _____ is the Person who transfer the message .(Sender/Cleaner)

SECTION-C

- Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)
- Q.13 What do you mean by Leadership? Explain its Characteristics?
- Q.14 Explain the qualities of good Leader?
- Q.15 State the meaning and advantages of formal Communication?
- Q.16 Explain the meaning and advantages of informal communication.
- Q.17 Discuss the significance of directing in management.
- Q.18 Explain the features of directions
- Q.19 Explain the barriers of communication
- Q.20 What is meant by controlling? Discuss the importance of controlling.
- Q.21 Explain Barriers to effective communication.
- Q.22 Describe the features of Budgetary control.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)
- Q.23 Explain the Principle of Management.
- Q.24 Explain qualities of good Leader.
- Q.25 Briefly explain the importance of Motivation