

SECTION-D

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

- Q.23 What is Planning? Explain in detail the process of planning.
- Q.24 What do you mean by training? Explain its importance. What are the main differences between "on-the-job" training and "off-the-job" training?
- Q.25 What do you mean by leadership? What are the main characteristics of a good leader?

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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 Who is known as the father of scientific management?
- a) Henry Fayol
 - b) Peter F Drucker
 - c) F.W. Taylor
 - d) None of the above
- Q.2 Keeping all authorities and powers at central level and not delegating it to juniors is called:
- a) Centralization of power
 - b) Decentralization of power
 - c) Delegation of authority
 - d) All of the above
- Q.3 Motivating employees by the means of fear and coercion is called as:
- a) Positive Motivation
 - b) Negative motivation
 - c) Monetary motivation
 - d) Non-monetary motivation

(1)

224112

- Q.4 Management should be concerned about:
- Positive deviation only
 - Negative deviation only
 - Both positive and negative deviations
 - Neither positive nor negative deviations
- Q.5 Which methods are used to short-list candidates for a company?
- Selection-Test
 - Interview
 - Stress-test
 - All of the above
- Q.6 Which of these is not a principle propounded by Henry Fayol?
- Order
 - Equity
 - Rule of thumb
 - All of the above are given by Henry Fayol

SECTION-B

- Note:** Objective/ Completion type questions. All questions are compulsory. (6x1=6)
- Q.7 Recruitment is a _____ process while selection is a _____ process. (Positive/Negative)
- Q.8 The objective of _____ is to put right person at right place. (staffing/training)
- Q.9 When the actual performance is better than the standard performance, such deviation is called a _____ deviation. (positive/negative)

(2)

224112

- Q.10 According to _____ principle, there should be only one boss for an employee at time. (Unity of direction/Unity of command)
- Q.11 _____ is known as father of Modern Management. (Henry Fayol/F.W. Taylor)
- Q.12 _____ is the last of the five functions of management. (Controlling/Co-ordinating)

SECTION-C

- Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)
- Q.13 What are the main functions of management?
- Q.14 What is the difference between recruitment and selection?
- Q.15 Explain three levels of management in brief.
- Q.16 Write a short note on delegation of authority.
- Q.17 Define motivation.
- Q.18 Explain the staffing function of management in brief.
- Q.19 Differentiate between formal and informal organization.
- Q.20 What are various types of organization structures?
- Q.21 Explain the controlling function of management in brief.
- Q.22 What do you mean by controlling? What is the importance of controlling function?

(3)

224112