

- Q.18 Explain the types of leaders in detail.
- Q.19 What do you mean by delegation of authority?
- Q.20 Explain about centralization and decentralization in detail.
- Q.21 What do you mean by controlling? What are the objectives of controlling?
- Q.22 What is the process of controlling?

SECTION-D

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

- Q.23 What do you mean by management? Describe the functions of management.
- Q.24 What do you mean by selection? Explain the steps involved in the process of selection.
- Q.25 Explain the concept of motivation. Also explain the types and importance of motivation.

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**1st Year / OMCA / Fin., Acc. & Aud. /
Business Management, DBM, DBM (IPM)
Subject:- Principles of Management**

Time : 3Hrs.

M.M. : 60

SECTION-A

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

- Q.1 Who gave the 14 principles of management?
- a) Henry Fayol b) Lillian Gilbreth
- c) Merry Parket d) Elton Mayo
- Q.2 The last function of management is
- a) Planning b) Directing
- c) Controlling d) Staffing
- Q.3 Which of the following is not an element of delegation?
- a) Accountability b) Authority
- c) Responsibility d) Informal organisation

- Q.4 Controlling function of management is
- Forward looking
 - Backward looking
 - Forward as well as backward
 - none of the above
- Q.5 Which of following is not among the levels of management?
- Top level
 - Intermediate level
 - Low level
 - Middle level
- Q.6 Which among the following involves in planning process?
- Selection of objective
 - determine the way to achieve objective
 - both of them
 - none of them

SECTION-B

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

- Q.7 _____ is the process of ensuring that actual results are in accordance with planned results. (Controlling / Planning)

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- Q.8 Grapevine is a form of _____ (Formal / Informal organisation)
- Q.9 Recruitment and selection are the parts of staffing. (True/False)
- Q.10 Formal organisation means the natural grouping of people in the work situation. (True/False)
- Q.11 F.W. Taylor is the father of management. (True/False)
- Q.12 Controlling and planning are related to each other. (True/False)

SECTION-C

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

- Q.13 Describe management briefly. Explain its importance.
- Q.14 Explain the process of planning.
- Q.15 What do you mean by organisation? Explain its features.
- Q.16 What are the essentials of effective training?
- Q.17 Give the significance of staffing.

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