

**Q.17 What is staffing. why it is important for the Business Organization?**

**Q.18 Explain the various Leadership Styles.**

**Q.19** Planning is looking ahead and controlling is looking backward. Explain it.

**Q.20 Explain the nature and characteristics of coordination in detail.**

**Q.21 Explain the process of decision making.**

**Q.22** Discuss the importance of directing in management process.

## **SECTION-D**

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

**Q.23 Explain the fourteen principles of management in detail.**

**Q.24** What is Planning? What is its nature? Discuss the process of planning.

**Q.25 Explain in brief the techniques of controlling process in management.**

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**1st year. / Branch: DBM  
Subject : Management Fundamentals / Pr. of  
Mgmt.**

Time : 3 Hrs.

M.M. : 60

## **SECTION-A**

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

- Q.1 Techniques of Scientific Management was contributed by

  - a) Mary Parkett      b) F.W Taylor
  - c) Henry Fayol      d) Elton Mayo

Q.2 The second function of management is

  - a) Planning      b) Organizing
  - c) Directing      d) Controlling

Q.3 The selection of best alternative from many alternatives is known as

  - a) Selection      b) Decision Making
  - c) Organizing      d) Budgeting

- Q.4 Which one of the following is the External source of recruitment
- Transfer
  - Campus placement
  - Both
  - None of these
- Q.5 The controlling function is performed by
- Top level management
  - Lower level management
  - Middle level management
  - All of the above
- Q.6 Which one of the following is not an element of direction?
- |               |                  |
|---------------|------------------|
| a) Motivation | b) Communication |
| c) Delegation | d) Supervision   |

## SECTION-B

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

- Q.7 Planning is the first function of management (T/F)

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- Q.8 Planning and Controlling are interrelated functions of management (T/F)
- Q.9 Direction means management in action (Yes/No)
- Q.10 Henry fayol is the father of Management (Yes/No)
- Q.11 Informal organization means the natural grouping of people in the work situation (T/F)
- Q.12 Planning is required at all levels of management as well as in all departments of the organization (T/F)

## SECTION-C

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

- Q.13 Explain the concept of management. Also describe its objectives.
- Q.14 Explain the functions of different levels of management in an organization.
- Q.15 What do you mean by planning? Describe the importance of planning.
- Q.16 What do you mean by Organizing. Explain its nature and objectives.

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