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183013

Roll No.....

1st Year Annual Pattern (Re-app)

Branch : Office Management & Computer Application

Sub.: Principles of Management

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple Choice Questions. All Questions are compulsory. (6x1=6)

Q.1 Policy decisions are those which are taken by _____ management.

- a) Top level
- b) Middle Level
- c) Lower level
- d) None of these

Q.2 Directing is an important _____ function.

- a) Organizational
- b) Managerial
- c) Personal
- d) None of these

Q.3 The channel of communication which is transmitted through informal channels is called _____.

- a) Horizontal Communication
- b) Formal Communication
- c) Grapevine
- d) None of these

Q.4 Controlling is closely linked with:

- a) Organization
- b) Planning
- c) Co-ordination
- d) Motivation

Q.5 How many principles are follows in management by Henry Fyol

- a) 14
- b) 20
- c) 10
- d) 18

Q.6 _____ in an organized procedure for enhancing the knowledge and skill of an employee

- a) Selection
- b) Training
- c) Recruitment
- d) Planning

Section-B

Note: Objective/Completion type questions. All questions are compulsory. $(6 \times 1 = 6)$

Q.7 _____ is usually a two way process. It involves a sender and a receiver.

Q.8 A plan is _____ course of action to achieve a specific goal.

Q.9 Define Off the job training.

Q.10 Manager focus on People. (Y/W)

Q.11 Motivation is always internal to the person. (T/W)

Q.12 _____ leads to better performance of employee both in quantity and quality.

Section-C

Note: Short answer type Question. Attempt any Eight questions out of Ten Questions. $(8 \times 4 = 32)$

Q.13 Briefly explain Characteristic of Leadership.

- Q.14 Discuss the importance of effective direction.
- Q.15 Explain the advantages of informal organization.
- Q.16 Explain objective of Staffing.
- Q.17 Difference between on the job training and off the job training.
- Q.18 How to make planning effective.
- Q.19 State the importance of Decision Making.
- Q.20 Explain the importance of Controlling.
- Q.21 Explain the relationship between formal and informal organization.
- Q.22 Explain the importance of Motivation.

Section-D

Note: Long answer questions. Attempt any Two question out of Three Question. $(2 \times 8 = 16)$

Q.23 What is Recruitment. Explain methods of external sources of recruitment.

Q.24 Explain the Principle of Management.

Q.25 Define Leadership. Explain the qualities of good leader.