

- Q.18 The skills required for effective management are technical, conceptual and human skills. (T/F)
- Q.19 Management and administration are interchangeable terms. (T/F)
- Q.20 Effective planning requires the allocation of the unlimited resources. (T/F)

### SECTION-C

**Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Discuss main functions of management?
- Q.22 What are the characteristics of an effective manager?
- Q.23 What is the difference between management and administration?
- Q.24 Discuss modern and traditional approaches of management?
- Q.25 What are the importances of planning in management?
- Q.26 Enlist the main objectives of planning?
- Q.27 What are the advantages of controlling?
- Q.28 Discuss steps involved in the planning process?
- Q.29 What are the requisites of effective planning?
- Q.30 Describe the meaning of organizing in management?
- Q.31 What are the objectives of directing?
- Q.32 Explain the nature of organizing in short?
- Q.33 What is staffing? Discuss main objectives of staffing?
- Q.34 What is directing and why is it important in management?
- Q.35 What is the process of manpower planning in staffing?

### SECTION-D

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 Describe the importance of staffing in the management process and explain the steps involved in the staffing process.
- Q.37 Discuss the nature and importance of coordination in management and explain how coordination can be achieved within an organization.
- Q.38 Explain the concept of directing in management and discuss the different techniques and principles of directing.

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**Subject:- Principles of Management**

Time : 3Hrs.

M.M. : 100

### SECTION-A

**Note:** Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 What is the meaning of management?
- The process of coordinating and utilizing resources to get organizational goals
  - The process of controlling and regulating employees' actions
  - The process of purchasing and acquiring resources for an organization
  - The process of creating and implementing new ideas for an organization
- Q.2 What is the difference between management and administration?
- Management focuses on long term planning, while administration focuses on short-term goals
  - Management is concerned with implementation, while administration is concerned with policy-making
  - Management involves directing and coordinating employees, while administration involves managing financial resources
  - Management involves managing internal resources, while administration involves managing external resources

- Q.3 What is the main principle of management?
- Decision making should be decentralized
  - Employees should be closely monitored and supervised
  - Planning should be done at the highest level of management
  - Authority and responsibility should be clearly defined
- Q.4 What is the importance of planning in management?
- It helps to identify problems and find solutions
  - It provides a clear direction for the organization
  - It ensures that resources are used efficiently
  - All of the above
- Q.5 What is the organizing process in management?
- Identifying goals and objectives for the organization
  - Allocating resources and assigning tasks to the employees
  - Monitoring employee performance and making adjustments as necessary
  - Developing new products and services
- Q.6 What is staffing in management?
- The process of selecting and training employees
  - The process of purchasing and acquiring resources
  - The process of setting goals and objectives for the organization
  - The process of monitoring and controlling employee performance
- Q.7 What is directing in management?
- The process of setting goals and objectives for the organization
  - The process assigning tasks and responsibilities to employees
  - The process of monitoring and controlling employee performance
  - The process of developing new products and services

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- Q.8 What is the importance of control in management?
- It helps to identify problems and find solutions
  - It ensures that goals and objectives are being met
  - It provides a clear direction for the organization
  - It helps to allocate resources more effectively
- Q.9 What is coordination in management?
- The process of monitoring and controlling employee performance
  - The process of setting goals and objectives for the organization
  - The process of ensuring that different parts of the organization in unity
  - The process of developing new products and services
- Q.10 What are the skills required for effective management?
- Technical, conceptual, and human skills
  - Technical, financial, and marketing skills
  - Conceptual, financial, and human skills
  - Technical, marketing and human skills

#### SECTION-B

**Note:** Objective type questions. All questions are compulsory. (10x1=10)

- Q.11 The main principle of management is to closely monitor and supervise employees. (T/F)
- Q.12 Planning helps to identify problems and find solutions. (T/F)
- Q.13 The organizing process in management involves developing new products and services. (T/F)
- Q.14 Staffing in management refers to the process of setting goals and objectives for the organization. (T/F)
- Q.15 Directing in management involves monitoring and controlling employee performance. (T/F)
- Q.16 Control in management ensures that resources are used efficiently. (T/F)
- Q.17 Coordination in management involves ensuring that different parts of the organization are in unity. (T/F)

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