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1st Year / 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 Principles of Management was contributed by
a) Mary Parkett b) Lillian Gilberth
c) Henry Fayol d) Elton Mayo

Q.2 The first and foremost function of management is
a) Planning b) Organizing
c) Directing d) Controlling

Q.3 Espirit de-corps means
a) Order b) Unity direction
c) Co-operation d) Union is strength

Q.4 Which one of the following is the internal source of recruitment
a) Transfer b) Promotion
c) Both d) None of these

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- Q.5 The controlling function is performed by
- Top level management
 - Lower- level management
 - Middle level management
 - All of the above
- Q.6 Which of the following is an element of directing.
- Supervision
 - Communication
 - Leadership
 - All of the above

SECTION-B

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

- Q.7 Good Managers creates value (True/False)
- Q.8 Planning and Controlling are interrelated functions of management (True/False)
- Q.9 In Coordination is the essence of management (Yes/No)
- Q.10 F.W Taylor is the father of Management (Yes/No)
- Q.11 Formal organization means the natural grouping of people in the work situation (True/False)
- Q.12 Policy decisions are made at middle level (T/F)

SECTION-C

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

- Q.13 Define management and describe its Importance.

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- Q.14 Write in detail the process of control.
- Q.15 What do you mean by planning? Describe the process of planning.
- Q.16 What do you mean by Organizing. Explain its nature and objectives.
- Q.17 What is manpower Planning. Why it is important for the Business Organization?
- Q.18 Write down one features of free rein leadership style.
- Q.19 Give the significance of staffing.
- Q.20 Explain the nature and characteristics of coordination in detail.
- Q.21 Describe the process of decision making.
- Q.22 Explain the Principles and techniques of directing.

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 Staffing? What is its importance ? Discuss the process of staffing.
- Q.25 Define Control. What are the characteristics of control? Describe the need and importance of control.

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