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Roll No..... 31313/105865/105361

1st Year Annual Pattern (Re-app)

Branch : DBM

Sub.: Management Fundamentals

Time : 3 Hrs.

M.M. : 60

Section-A

Note: Multiple Choice Questions. All Questions are compulsory. (9x1=9)

Q.1 _____ is the process of Influencing the behavior of people making them strive voluntarily towards achievement of goals.

- a) Motivation b) Communication

Q.2 Informal communication is also called:-

- a) Wheel communication b) Grapevine

Q.3 "Planning is theoretical whereas controlling is practical". (True/False)

Q.4 _____ is the process which coordinates human efforts, assembles resource, and integrates both into a unified whole to be utilized for achieving specified objectives.

- a) Organizing b) Controlling

Q.5 It refers to the horizontal movement of employees along with the organizational structure. What is it?

- A) Transfer b) Promotion

Q.6 Which of the following is the elements of directing?
a) Supervision b) Motivation
c) Leadership d) All of the above

Section-B

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

Q.7 Controlling function finds out how far _____ deviates from standards.

- a) Actual performance
b) Improvement

Q.8 When the supervisor commands subordinates and has close supervision is called _____. (Free rein/Autocratic)

Q.9 Management is an art as well as science. (True/False)

Q.10 _____ is benefit of organizing. (Expansion and growth, stagnation of people)

Q.11 _____ is the process of introducing the selected employee to other employees and familiarizing him with the rules and policies of the organization.

Q.12 _____ is the process of guiding the efforts of employees to accomplish the desired goal.

Section-C

Note: Short answer type Question. Attempt any Seven questions out of Ten Questions. $(7 \times 4 = 28)$

- Q.13 Define controlling. List of the nature of controlling.
- Q.14 Explain the process of coordination.
- Q.15 Discuss the importance of Leadership.
- Q.16 What are the various techniques of directing?
- Q.17 Discuss briefly Herzberg's two factor theory.
- Q.18 Explain the control process.
- Q.19 Why is directing important? Explain briefly.
- Q.20 State the importance of organizing.
- Q.21 Write a note on manpower planning process.
- Q.22 Explain the nature of staffing.

Section-D

Note: Long answer questions. Attempt any two question out of three Questions. $(2 \times 8 = 16)$

- Q.23 Write notes on (any two)
 - a) Importance of leadership styles
 - b) Advantages of coordination
- Q.24 Define Organising. Explain the steps involved in organizing process.
- Q.25 What is directing? Explain the principles of directing.