

- Q.23 Explain any eight points of Objectives of Staffing.
 Q.24 Explain advantages of formal organisation.
 Q.25 Difference between formal and informal organisation.
 Q.26 Difference between On the Job Training and on the Job Training.
 Q.27 Explain the Merits of External Sources.
 Q.28 Define Organising. Discuss five characteristics of organising.
 Q.29 Define financial and non-financial motivation.
 Q.30 What do you understand by leadership. Explain its characteristics.
 Q.31 Explain the process of communication.
 Q.32 What do you mean by behavioral techniques of motivation.
 Q.33 What is Formal Communication?
 Q.34 Explain the process of decision making.
 Q.35 Explain the process of Communication.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Define Decision Making. Explain Types of Decision making.
 Q.37 What is Management? Explain Henry fayol Management Theory.
 Q.38 Define staffing. Need of Staffing. Difference between Selection and Recruitment.

No. of Printed Pages : 4 123023
 Roll No.

2nd Sem./ Office Management & Computer Application

Subject:- Principles of Management

Time : 3Hrs. M.M. : 100

SECTION-A

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

- 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 The process of exchanging information and understanding between two or more persons is.

- a) Directing b) Motivation
 c) Leadership d) Communication
- Q.5** Controlling function of an organization is:
 a) Forward Looking b) Backward Looking
 c) Both A & B d) None of these
- Q.6** In Management, _____ is deciding in advance what is to be done.
 a) Planning b) Decision Making
 c) Directing d) Controlling
- Q.7** The selection of best alternative from many alternatives is known as _____
 a) Selection b) Decision Making
 c) Organizing d) Budgeting
- Q.8** Directing is telling people what to do and seeing that they do it to the best of their _____
 a) Ability b) Capability
 c) Management d) None of these
- Q.9** _____ is the process of stimulating people of engage in goal-directed behavior.
 a) Communication b) Directing
 c) Motivation d) None of these
- Q.10** How many principles are follows in management by Henry Fyol.
 a) 14 b) 20
 c) 10 d) 18

SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 What is management?
 Q.12 Write two Characteristics of Management.
 Q.13 What is Centerlisation.
 Q.14 All managerial function are performed through the medium of(Leadership/decision)
 Q.15 Controlling is last _____ management(Function / decision)
 Q.16 Decision Making is _____ the problem . (Defining / analyzing)
 Q.17 Motivation is a _____ process. (Continuous / different)
 Q.18 All the managerial functions are performed through the medium of a decision.
 Q.19 Communication is the process of passing _____ (Information/problem)
 Q.20 Controlling is last _____ management (Function/ decision)

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Explain the advantages of on the job training.
 Q.22 Explain the methods of Internal Sources of Recruitment.