

No. of Printed Pages : 4  
Roll No. ....

224112

**1st Sem / OMCA/ Fin., Acc. & Aud. /  
Business Management  
Subject : Principles of Management**

Time : 3 Hrs.

M.M. : 60

**SECTION-A**

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

Q.1 Control function of management cannot be performed without

- a) Planning                      b) Organising
- c) Staffing                      d) All of these

Q.2 Line Organisation is also known as

- a) formal Organisation
- b) Informal Organisation
- c) Both of these
- d) None of these

Q.3 Upward Communication flow \_\_\_\_\_

- a) Top to Bottom              b) Bottom to Top
- c) None of these              d) Both a & b

- Q.4 The main purpose of control is to \_\_\_\_
- a) Punish the defaulter    b) Watch the defaulter  
c) None of these            d) Both a & b
- Q.5 Staffing include \_\_\_\_
- a) Training                      b) Appraisal  
c) Placement                  d) Directing
- Q.6 Management is \_\_\_\_
- a) Art                              b) Science  
c) None of these              d) Both a & b

#### SECTION-B

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

- Q.7 Unity of Command is principles of Management. (True/False)
- Q.8 Order flow from superior to subordinate in effective management. (True/False)
- Q.9 Centralisation is all control at one place. (True/False)
- Q.10 Motivation is an element of Directing function. (True/False)
- Q.11 Leader influence the others people (True/False)
- Q.12 Controlling is looking back. (True/False)

#### SECTION-C

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

- Q.13 Write any four difference between centralization and decentralization
- Q.14 Define any four advantages of informal organization.
- Q.15 Explain essentials of delegation of authority.
- Q.16 Explain the steps in the process of organizing.
- Q.17 List the steps in selection process.
- Q.18 Explain the various levels of Management.
- Q.19 Explain the modern technique of controlling.
- Q.20 Explain the importance of controlling.
- Q.21 Define characteristics of Staffing.
- Q.22 Explain on the job training.

#### SECTION-D

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 Explain the various function of Management.
- Q.24 Define difference between formal and informal organization.
- Q.25 Define various steps involved in staffing process.