

## **SECTION-D**

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

Q.23 Explain the steps involved in the control process.

Q.24 What do you mean directing? Explain the principles and techniques of Directing.

Q.25 Define Organizing. Explain the steps in organizing process.

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**1st year / Branch : 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 Which of the following is an internal source of recruitment?

- a) Campus recruitment b) Promotion
- c) Casual callers d) Direct recruitment

Q.2 Promotion leads to.

- a) Shifting an employee to a higher position
- b) Increase in status
- c) Providing higher responsibilities
- d) All of the above

Q.3 Organizing involves organization of which of the following resources.

- a) Men b) Material
- c) Money d) All of the above

Q.4 It's the process of making sure that things go as planned.

- a) Planning b) Controlling
- c) Planning d) Directing

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Q.5 Which of the following is not a process of controlling?

- a) Analyzing deviations
- b) Recruitment of employees
- c) Taking corrective measures
- d) Setting performance standards

Q.6 The element that aims at integrating group efforts to achieve group objectives is called:

- a) Coordination      b) Management
- c) Directing          d) Cooperation

### **SECTION-B**

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

Q.7 Function of Controlling is only performed by top level management.(True/False)

Q.8 Leadership and management are the same thing. (True/False)

Q.9 Management principles are static and do not change Over time. (True/False)

Q.10 Coordination is not a part of management. (True/False)

Q.11 Leadership and motivation are the two elements of directing. (True/False)

Q.12 There is no difference between training and development. (True/False)

### **SECTION-C**

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

Q.13 How does controlling help in achieving goals? Discuss.

Q.14 What is the significance of coordination?

Q.15 Discuss the process of manpower planning.

Q.16 Explain the terms 'Centralization' and 'decentralization'.

Q.17 How is functional structure different from a divisional structure?

Q.18 Write a short note on formal and informal structure.

Q.19 Discuss the characteristics of staffing.

Q.20 Explain in brief the process of Coordination.

Q.21 State the characteristics of directing.

Q.22 Discuss in detail Selection process.