

- 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  
Roll No. ....

123023

### 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.