

## 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)

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#### 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.

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