

- SECTION-D**
- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Define recruitment. Explain the various sources of recruitment.
- Q.37 Explain the steps in control process.
- Q.38 Describe the fundamental Principles of management.

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- Q.38 Describe the fundamental Principles of management.

c) Things d) Managers

Q.5 Planning is looking ahead while controlling is .

- a) Back b) Forward
- c) Back and forward d) Below

Q.6 First step in controlling process is.

- a) Determining standards
- b) Measurement of factual process
- c) Taking corrective actions
- d) analyzing the deviations

Q.7 _____ is the basis of an organization.

- a) Division of work b) Specialization
- c) Plurality of persons d) Decentralization

Q.8 Organizing is the process of _____.

- a) Determining Activities
- b) Grouping of Activities
- c) Both

Q.9 It is the process of choosing from the pool of the prospective job candidate develop at the stage of recruitment.

- a) Selection b) Training
- c) Recruitment d) Orientation

Q.10 It is a good source of filling the vacancies with employee from over staffed department.

- a) Transfer b) Promotion
- c) Placement Agencies d) None of these

SECTION-B

Note: Objective type questions. All questions are compulsory. (10x1=10)

Q.11 Controlling is needed at _____ Level (Top/Middle/Lower/All).

Q.12 Management is _____ (Art/science/Both).

Q.13 The first and important function of management is planning (True/False)

Q.14 Controlling is _____ Planning. (Forward/Backward/Both)

Q.15 Define management by objective.

Q.16 Define Recruitment.

Q.17 Name two internal sources of Recruitment.

Q.18 Which function of management is controlling. (first/last)

Q.19 Coordination leads to attainment of group goals. (True/false).

Q.20 Full form of MBO.

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)