

SECTION-D

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

Q.23 Explain qualities of good Leader

Q.24 Explain in detail types of Communication

Q.25 Briefly explain the importance of controlling

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183013

1st Year / OMCA

Subject : Principles of Management

Time : 3 Hrs.

M.M. : 60

SECTION-A

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

- Q.1 Directing is necessary at the _____ level of management.
a) Top b) Lower
c) middle d) all
- Q.2 The characteristic motivation happens to be
a) Positive b) negative
c) positive and negative d) None
- Q.3 During the process of communication there is an exchange of
a) Ideas b) order
c) feelings d) all of above

Q.4 Controlling is needed at _____

- a) Top level
- b) middle level
- c) lower level
- d) all

Q.5 Controlling is related to _____.

- a) Results
- b) individuals
- c) things
- d) managers

Q.6 Planning is looking ahead while controlling is

- a) Back
- b) forward
- c) back and forward
- d) below

SECTION-B

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

Q.7 Communication is a Non-Stop _____ (Process/ Machine)

Q.8 The first and important function of management is Planning. (True/False)

Q.9 Controlling is forward planning or backward planning. (True/False)

Q.10 The person who send the message is called _____ (sender/receiver)

Q.11 Management is _____.(Art/Science/Both Art or Science)

Q.12 The _____ is the Person who transfer the messages. (Sender/cleaner)

SECTION-C

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

Q.13 What do you mean by Leadership? Explain its Characteristics?

Q.14 Explain the qualities of good Leader?

Q.15 State the meaning and advantaged of formal Communication?

Q.16 Explain the meaning and advantages of informal communication.

Q.17 Discuss the significance of directing in management.

Q.18 Explain the features of directions

Q.19 Explain the barriers of communication

Q.20 What is meant by controlling? Discuss the importance of controlling.

Q.21 Explain Barriers to effective communication.

Q.22 Describe the features of Budgetary control.