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## 1<sup>st</sup> Year Annual Pattern (Re-app)

**Branch : DBM**

## Sub.: Management Fundamentals

**Time : 3 Hrs.**

**M.M. : 60**

## Section-A

**Note:** Multiple Choice Questions. All Questions are compulsory. (9x1=9)

Q.1 \_\_\_\_\_ is the process of Influencing the behavior of people making them strive voluntarily towards achievement of goals.

- a) Motivation                      b) Communication

Q.2 Informal communication is also called:-

- a) Wheel communication    b) Grapevine

Q.3 “Planning is theoretical whereas controlling is practical”. (True/False)

Q.4 \_\_\_\_\_ is the process which coordinates human efforts, assembles resource, and integrates both into a unified whole to be utilized for achieving specified objectives.

- a) Organizing

Q.5 It refers to the horizontal movement of employees along with the organizational structure. What is it?

- A) Transfer                      b) Promotion

Q.6 Which of the following is the elements of directing?

- a) Supervision                      b) Motivation  
c) Leadership                        d) All of the above

## Section-B

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

Q.7 Controlling function finds out how far \_\_\_\_\_ deviates from standards.

- a) Actual performance
- b) Improvement

Q.8 When the supervisor commands subordinates and has close supervision is called\_\_\_\_\_. (Free rein/Autocratic)

Q.9 Management is an art as well as science. (True/False)

Q.10 \_\_\_\_\_ is benefit of organizing. (Expansion and growth, stagnation of people)

Q.11 \_\_\_\_\_ is the process of introducing the selected employee to other employees and familiarizing him with the rules and policies of the organization.

Q.12 \_\_\_\_\_ is the process of guiding the efforts of employees to accomplish the desired goal.

### **Section-C**

**Note:** Short answer type Question. Attempt any Seven questions out of Ten Questions. (7x4=28)

- Q.13 Define controlling. List of the nature of controlling.
- Q.14 Explain the process of coordination.
- Q.15 Discuss the importance of Leadership.
- Q.16 What are the various techniques of directing?
- Q.17 Discuss briefly Herzberg's two factor theory.
- Q.18 Explain the control process.
- Q.19 Why is directing important? Explain briefly.
- Q.20 State the importance of organizing.
- Q.21 Write a note on manpower planning process.
- Q.22 Explain the nature of staffing.

### **Section-D**

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

- Q.23 Write notes on (any two)
  - a) Importance of leadership styles
  - b) Advantages of coordination
- Q.24 Define Organising. Explain the steps involved in organizing process.
- Q.25 What is directing? Explain the principles of directing.