

Section-D

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

- Q.23 Define Leadership. Explain Different types of Leadership Style.
- Q.24 What do you understand by Coordination? Discuss the significance of coordination.
- Q.25 Explain the nature and significance of staffing.

No. of Printed Pages : 4

Roll No.

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Branch : DBM

Subject : Management Fundamentals

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple Choice Questions. All Questions are compulsory. (6x1=6)

- Q.1 Which management function involves assigning tasks, grouping activities, and Coordinating resources?
- a) Planning b) Organizing
c) Leading d) Controlling
- Q.2 What does the controlling function in management involve?
- a) Setting long-term goals
b) Measuring performance
c) Motivating employees
d) Developing organizational structure
- Q.3 Which management function ensures that the right people and resources are in the right place at the right time?
- a) Planning b) Organizing
c) Leading d) Controlling

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- Q.4 The important aspects of staffing include
 a) Selection b) Training
 c) Recruitment d) All of the above
- Q.5 The controlling function returns the management cycle to the
 a) Organizing
 b) Directing
 c) Planning
 d) None of the above functions
- Q.6 The main purpose of selection is
 a) To select board members
 b) To select recruiters
 c) To attract candidates
 d) To select most suitable candidate

Section-B

- Note:** Objective/Completion type questions. All questions are compulsory. (6x1=6)
- Q.7 Organizing is the process of setting goals and objectives for the organization. (True/False)
- Q.8 Staffing involves recruiting, selecting, and developing the right people for the right jobs. (True/False)
- Q.9 Controlling involves only top-level managers in an organization. (True/False)

- Q.10 "Campus recruitment" is the internal source of recruitment. (True/False)
- Q.11 Controlling is a process of comparing actual performance with a standard set of Performance. (True/False)
- Q.12 Directing is first initiated at the top level and flows to the bottom through organizational hierarchy. (True/False)

Section-C

- Note:** Short answer type Questions. Attempt any eight questions out of ten Questions. (8x4=32)
- Q.13 Describe briefly the steps involved in the process of staffing.
- Q.14 Discuss the importance of Organizing.
- Q.15 Describe the nature of Staffing.
- Q.16 Give the concept of Directing.
- Q.17 Write a short note on "Trait Theory".
- Q.18 Explain "Democratic Leadership Style".
- Q.19 Explain the meaning and techniques of Directing.
- Q.20 "Planning is looking ahead and controlling is looking back". Comment.
- Q.21 Describe briefly the steps involved in the process of coordination.
- Q.22 Narrate the concept of Controlling.