

No. of Printed Pages : 4

Roll No.

183013

**Branch: OMCA
Sub : Principles of Management**

Time : 3 Hrs.

M.M. : 60

SECTION-A

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

Q.1 The selection of best alternative from many alternatives is known as _____.

- a) Selection
- b) Decision Making
- c) Organizing
- d) Budgeting

Q.2 Directing is telling people what to do and seeing that they do it to the best of their _____.

- a) Ability
- b) Capability
- c) Management
- d) None of these

Q.3 _____ is the process of stimulating people of engage in goal - directed behaviour.

- a) Communication
- b) Directing
- c) Motivation
- d) None of these

- Q.4 The process of exchanging information and understanding between two or more persons is.
- a) Directing b) Motivation
- c) Leadership d) Communication
- Q.5 Controlling function of an organization is :
- a) Forward Looking b) Backward Looing
- c) Both A & B d) None of these
- Q.6 In Management, _____ is deciding in advance what is to be done.
- a) Planning b) Decision Making
- c) Directing d) Controlling

Section-B

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

- Q.7 _____ is the process of passing information and understanding from one person to another.
- Q.8 _____ is deciding in advance what is to be done.
- Q.9 Define on the job training.
- Q.10 Recruitment is different to Selection. (True/False)
- Q.11 Leader focus on systems. (True/False)
- Q.12 _____ can be defined as a willingness to expand energy to achieve a goal.

Section-C

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

- Q.13 Briefly explain the features of Directing.
- Q.14 Define Staffing. Discuss the need of Staffing.
- Q.15 Explain Features of formal organizing.
- Q.16 Discuss the four points of characteristics of communication.
- Q.17 Briefly discuss the features of management.
- Q.18 Which types of problem occur in Decision Making.
- Q.19 Discuss the relationship between Planning and Controlling.
- Q.20 Difference between Recruitment and Selection.
- Q.21 Explain line organizational structure with diagram.
- Q.22 Explain Difference between Leadership and Management.

Section-D

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

- Q.23 Define Planing. Explain the Characteristics of Planning.
- Q.24 What is Selection? Explain steps of Selection Process.
- Q.25 Define Motivation? Discuss the importance of Motivation.