

No. of Printed Pages : 4  
Roll No.....

183013

1<sup>st</sup> Year Annual Pattern (Re-app)  
**Branch :** Office Management & Computer Application  
**Sub.:** Principles of Management

**Time : 3 Hrs.**

**M.M. : 60**

**SECTION-A**

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

- Q.1 Policy decisions are those which are taken by \_\_\_\_\_ management.
- a) Top level                      b) Middle Level
  - c) Lower level                  d) None of these
- Q.2 Directing is an important \_\_\_\_\_ function.
- a) Organizational              b) Managerial
  - c) Personal                      d) None of these
- Q.3 The channel of communication which is transmitted through informal channels is called \_\_\_\_\_.
- a) Horizontal Communication
  - b) Formal Communication
  - c) Grapevine
  - d) None of these
- Q.4 Controlling is closely linked with:
- a) Organization                  b) Planning
  - c) Co-ordination                d) Motivation

- Q.5 How many principles are follows in management by Henry Fyol
- a) 14                                      b) 20
- c) 10                                        d) 18
- Q.6 \_\_\_\_\_ in an organized procedure for enhancing the knowledge and skill of an employee
- a) Selection                                b) Training
- c) Recruitment                            d) Planning

### Section-B

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

- Q.7 \_\_\_\_\_ is usually a two way process. It involves a sender and a receiver.
- Q.8 A plan is \_\_\_\_\_ course of action to achieve a specific goal.
- Q.9 Define Off the job training.
- Q.10 Manager focus on People. (Y/W)
- Q.11 Motivation is always internal to the person. (T/W)
- Q.12 \_\_\_\_\_ leads to better performance of employee both in quantity and quality.

### Section-C

**Note:** Short answer type Question. Attempt any Eight questions out of Ten Questions. (8x4=32)

- Q.13 Briefly explain Characteristic of Leadership.

- Q.14 Discuss the importance of effective direction.
- Q.15 Explain the advantages of informal organization.
- Q.16 Explain objective of Staffing.
- Q.17 Difference between on the job training and off the job training.
- Q.18 How to make planning effective.
- Q.19 State the importance of Decision Making.
- Q.20 Explain the importance of Controlling.
- Q.21 Explain the relationship between formal and informal organization.
- Q.22 Explain the importance of Motivation.

### Section-D

**Note:** Long answer questions. Attempt any Two question out of Three Question. (2x8=16)

- Q.23 What is Recruitment. Explain methods of external sources of recruitment.
- Q.24 Explain the Principle of Management.
- Q.25 Define Leadership. Explain the qualities of good leader.