

- Q.25 What are the adverse effects of the violation of the following principles? Give one adverse effect for each.
- i. Division of work      ii. Unity of command
  - iii. Remuneration      iv. Order
  - v. Stability of tenure
- Q.26 Explain Fayol's principles of 'equity' and 'order' with examples?
- Q.27 Write any three advantages of Organizing?
- Q.28 Explain in brief the various steps involved in the process of staffing?
- Q.29 Write the importance of organizing?
- Q.30 Define the terms 'motive,' 'motivation' and 'motivator'?
- Q.31 What are the disadvantages of organizing?
- Q.32 Explain any four external sources of recruitment. Which of these sources is ideal for a manufacturing organization?
- Q.33 What do you mean by organizing?
- Q.34 Write the steps involved in Decision Making Process?
- Q.35 Explain the principles of Directing?

#### **SECTION-D**

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Define levels of management, enumerate them and write the functions to be performed at those levels?
- Q.37 What is meant by communication? Explain how communication is an important function of management?
- Q.38 Explain any four points which highlight the importance of principles of management.

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**Branch : OMCA**  
**Subject : Principles of Management**

Time : 3 Hrs.

M.M. : 100

#### **SECTION-A**

**Note:** Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 Staffing is \_\_\_\_\_ function.
- a) Managerial function      b) Planning
  - c) Budget      d) Top level function
- Q.2 Lack of planning brings chaos and lack of coordination. "Identify the statement and choose the correct answer."
- a) Planning reduces the risks of uncertainty.
  - b) Planning reduces overlapping & wasteful activities.
  - c) Planning provides directions
  - d) None of the above
- Q.3 Under which style of leadership there is no delegation of authority?
- a) Laissez faire      b) Autocratic
  - c) Democratic      d) None of these
- Q.4 Where lies the need of organization?
- a) In business organization
  - b) In non-business organization
  - c) In both A & B
  - d) No where

- Q.5 Which organization structure is consciously or deliberately established?  
a) Formal                    b) Informal  
c) Both (a) & (b)        d) None
- Q.6 An efficient control system helps to  
a) Accomplishes organizational objectives  
b) Boosts employee morale  
c) Judges accuracy of standards  
d) All of the above
- Q.7 Planning provides \_\_\_\_\_ and reducing the risk of uncertainty, planning helps managers in the many other ways  
a) Actions                    b) Directions  
c) Coordination            d) None of the above
- Q.8 Which organization structure does not have duplication of work?  
a) Formal                    b) Informal  
c) Both (a) & (b)          d) None of these
- Q.9 Principles of management cannot be \_\_\_\_\_  
a) Defined                    b) Part of business  
c) Tested in Laboratories    d) Applied Everywhere
- Q.10 Which of the following statements best describes Mental Revolution?  
a) Workers should be paid more wages.  
b) the management and workers should not play the game of one-upmanship.  
c) Both management and workers require each other.  
d) It implies change of attitude of management only

## SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 At which level of management is planning function performed?  
Q.12 Lists any two functions of middle level management?  
Q.13 State how staffing ensures ‘continuous survival and growth of enterprise’?  
Q.14 What is the purpose of setting standards in the process of planning?  
Q.15 Define planning?  
Q.16 What is meant by decoding as an element of communication?  
Q.17 What is meant by selection of employees?  
Q.18 At which level of management directing takes place?  
Q.19 How does planning provide direction?  
Q.20 What are the main points in the definition of planning?

## SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Explain briefly ‘transfers’ and ‘promotions’ as internal sources of recruitment.  
Q.22 Explain the controlling process?  
Q.23 Explain the following principles of Fayol with the help of one example of each.  
    (i) Division of work            (ii) Unity of direction  
Q.24 What is Planning? How does it help an organization in achieving its goals?