

- Q.23 Define the term planning is pervasive.
- Q.24 Explain any five features of planning.
- Q.25 Distinguish between objectives and policies.
- Q.26 What is meant by 'functional structure of an organisation'
- Q.27 State any four advantages of formal organisation.
- Q.28 Write down the significance of coordination.
- Q.29 Explain the objectives of organisation.
- Q.30 State the importance of Directing.
- Q.31 State the techniques of Directing.
- Q.32 Write the importance of controlling.
- Q.33 What do you mean by "Skills of management"? Explain.
- Q.34 State any five points highlight the importance of delegation.
- Q.35 Define the various steps involved in staffing.

#### SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Discuss the meaning, nature and process of manpower planning.
- Q.37 Write down the Basic Principles of management given by Henery Foyal.
- Q.38 Explain the process of coordination. Also mention the advantages of co-ordination in an organisation.

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#### Subject:- Principles of Management

Time : 3Hrs.

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#### SECTION-A

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

- Q.1 The last function in the sequence of management process is\_\_\_\_\_
- a) Planning                      b) organising
- c) Staffing                      d) controlling
- Q.2 Gang plank is required in\_\_\_\_\_.
- a) Scalar chain                      b) Initiative
- c) Discipline                      d) Unity of command
- Q.3 Span of management refers to\_\_\_\_\_.
- a) No. of managers
- b) Length of Appointment
- c) No. of subordinates under a superior
- Q.4 Grouping of activities on the basis of product line is a part of\_\_\_\_\_
- a) Delegate organisation
- b) Divisional organisation
- c) Functional organisation

- Q.5 Which of the following is not concerned with staffing?
- Requirement
  - Interview
  - Selection
  - Delegation of Authority
- Q.6 Right man at the Right Job is related with
- Planning
  - Organising
  - Staffing
  - Directing
- Q.7 Assigning a specific responsibility to an individual is known as
- Selection
  - Recruitment
  - Induction
  - Placement
- Q.8 Basic Physiological needs are concerned with \_\_\_\_\_
- Shelter
  - Hunger
  - Thirst
  - All of these
- Q.9 Controlling function cannot be performed without \_\_\_\_\_
- Planning
  - organising
  - Staffing
  - Directing
- Q.10 Lay down the sequence of operations in a factory is called \_\_\_\_\_
- Time clerk
  - Route clerk
  - Instruction card clerk

## SECTION-B

**Note:** Objective type questions. All questions are compulsory. (10x1=10)

- Q.11 Coordination is a function of lower level of employees. (T/F)
- Q.12 Taylor Floated the idea of scientific management.
- Q.13 Planning always loads to success. (T/F)
- Q.14 Staffing is just determining the no. of people required in the organisation. (T/F)
- Q.15 Process of selection is lengthy and complex one. (T/F)
- Q.16 Preliminary and selection interview are one and same thing (T/F)
- Q.17 Vestibule training is \_\_\_\_\_ method of training.
- Q.18 Maslow need hierarchy theory focuses on the needs as a basis of motivation. (T/F)
- Q.19 There is no delegation under autocratic style of Leadership (T/F)
- Q.20 Under Laissez faire leadership style, leaders take \_\_\_\_\_ initiative in administration.

## SECTION-C

**Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Explain any five features of management.
- Q.22 Explain any four features of principles of management.