

- Q.18 The skills required for effective management are technical, conceptual and human skills. (T/F)
Q.19 Management and administration are interchangeable terms. (T/F)
Q.20 Effective planning requires the allocation of the unlimited resources. (T/F)

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Discuss main functions of management?
Q.22 What are the characteristics of an effective manager?
Q.23 What is the difference between management and administration?
Q.24 Discuss modern and traditional approaches of management?
Q.25 What are the importances of planning in management?
Q.26 Enlist the main objectives of planning?
Q.27 What are the advantages of controlling?
Q.28 Discuss steps involved in the planning process?
Q.29 What are the requisites of effective planning?
Q.30 Describe the meaning of organizing in management?
Q.31 What are the objectives of directing?
Q.32 Explain the nature of organizing in short?
Q.33 What is staffing? Discuss main objectives of staffing?
Q.34 What is directing and why is it important in management?
Q.35 What is the process of manpower planning in staffing?

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Describe the importance of staffing in the management process and explain the steps involved in the staffing process.
Q.37 Discuss the nature and importance of coordination in management and explain how coordination can be achieved within an organization.
Q.38 Explain the concept of directing in management and discuss the different techniques and principles of directing.

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**1st Sem / Branch : DBM, DBM/IPM/OMCA
Subject:- Principles of Management**

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 What is the meaning of management?
a) The process of coordinating and utilizing resources to get organizational goals
b) The process of controlling and regulating employees' actions
c) The process of purchasing and acquiring resources for an organization
d) The process of creating and implementing new ideas for an organization
- Q.2 What is the difference between management and administration?
a) Management focuses on long term planning, while administration focuses on short-term goals
b) Management is concerned with implementation, while administration is concerned with policy-making
c) Management involves directing and coordinating employees, while administration involves managing financial resources
d) Management involves managing internal resources, while administration involves managing external resources

- Q.3 What is the main principle of management?
- a) Decision making should be decentralized
 - b) Employees should be closely monitored and supervised
 - c) Planning should be done at the highest level of management
 - d) Authority and responsibility should be clearly defined
- Q.4 What is the importance of planning in management?
- a) It helps to identify problems and find solutions
 - b) It provides a clear direction for the organization
 - c) It ensures that resources are used efficiently
 - d) All of the above
- Q.5 What is the organizing process in management?
- a) Identifying goals and objectives for the organization
 - b) Allocating resources and assigning tasks to the employees
 - c) Monitoring employee performance and making adjustments as necessary
 - d) Developing new products and services
- Q.6 What is staffing in management?
- a) The process of selecting and training employees
 - b) The process of purchasing and acquiring resources
 - c) The process of setting goals and objectives for the organization
 - d) The process of monitoring and controlling employee performance
- Q.7 What is directing in management?
- a) The process of setting goals and objectives for the organization
 - b) The process assigning tasks and responsibilities to employees
 - c) The process of monitoring and controlling employee performance
 - d) The process of developing new products and services

- Q.8 What is the importance of control in management?
- a) It helps to identify problems and find solutions
 - b) It ensures that goals and objectives are being met
 - c) It provides a clear direction for the organization
 - d) It helps to allocate resources more effectively
- Q.9 What is coordination in management?
- a) The process of monitoring and controlling employee performance
 - b) The process of setting goals and objectives for the organization
 - c) The process of ensuring that different parts of the organization are in unity
 - d) The process of developing new products and services
- Q.10 What are the skills required for effective management?
- a) Technical, conceptual, and human skills
 - b) Technical, financial, and marketing skills
 - c) Conceptual, financial, and human skills
 - d) Technical, marketing and human skills
- SECTION-B**
- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 The main principle of management is to closely monitor and supervise employees. (T/F)
- Q.12 Planning helps to identify problems and find solutions. (T/F)
- Q.13 The organizing process in management involves developing new products and services. (T/F)
- Q.14 Staffing in management refers to the process of setting goals and objectives for the organization. (T/F)
- Q.15 Directing in management involves monitoring and controlling employee performance. (T/F)
- Q.16 Control in management ensures that resources are used efficiently. (T/F)
- Q.17 Coordination in management involves ensuring that different parts of the organization are in unity. (T/F)