

- Q.25 What are the adverse effects of the violation of the following principles? Give one adverse effect for each.
- Division of work
 - Unity of command
 - Remuneration
 - Order
 - 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.

No. of Printed Pages : 4
Roll No.

123023

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