

No. of Printed Pages : 4
Roll No.

224112

1st Sem. / OMCA/ Fin., Acc. & Aud./ Business Management
Subject : Principles of Management

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

Q.1 Planning function of Management is performed by _____

- a) Top Management
- b) Middle Management
- c) Lower Management
- d) All of these

Q.2 The main advantage of the line organization is _____

- a) Unity of Command
- b) Specialisation
- c) Expert Advice
- d) Speedy Decision

Q.3 Communication in organization flows _____

- a) Top to bottom
- b) Bottom to Top,
- c) None of these
- d) Both A & B

Q.4 Staffing include _____

- a) Training
- b) Appraisal
- c) Placement
- d) Directing

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Q.5 Planning is first function of management

- a) True
 - b) False
- Q.6 Motivation can be either _____
- a) Positive
 - b) Negative
 - c) None of these
 - d) Both A & B

SECTION-B

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

- Q.7 Division of work is principles of Management. (True/False)
- Q.8 Decentralisation is all control at one place. (True/False)
- Q.9 A written communication in an organization is formal communication. (True/False)
- Q.10 Motivation is an element of Directing function. (True/False)
- Q.11 Leadership is an element of Directing function. (True/False)
- Q.12 Communication can be oral and written. (True/False)

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SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Explain the objective of Management.
- Q.14 Define importance of organising.
- Q.15 Explain four advantages of formal organization.
- Q.16 Define the process of delegation of authority.
- Q.17 Explain advantages of Autocratic leadership.
- Q.18 Define the importance of Motivation.
- Q.19 Define type of qualities of good Leader.
- Q.20 Explain the traditional technique of controlling.
- Q.21 Explain the need of effective planning.
- Q.22 Define objective of Controlling.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 Define the various steps involved in staffing process.
- Q.24 Define the features and difference between formal and informal organization.
- Q.25 Explain Meaning and features of various type of organization.

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