

- Q.26 Explain the concept of directing.
 Q.27 Explain control in detail.
 Q.28 What do you understand by co-ordination? Explain in detail?
 Q.29 Write a note on nature of organisation.
 Q.30 Explain the importance of organisation.
 Q.31 Explain in brief the characteristics of directing.
 Q.32 Explain the characteristics of Management.
 Q.33 Differentiate between administration & management.
 Q.34 Write down planning process.
 Q.35 Write down the nature of staffing.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
 Q.36 Management demands lot of skills from manager. Examine this statement and also explain the skills which management demands.
 Q.37 Explain the concept of organization. Describe in detail various steps involved in the process of organizing.
 Q.38 Do you agree that control is very important function of management? If yes, explain the essentials of an effective control system

No. of Printed Pages : 4
 Roll No.

124126

2ndSem /FAA
Subject :Principles of Management

Time : 3 Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Unity of command is related to?
 a) Superiors and subordinates
 b) Management and workers
 c) Planned actions
 d) cooperation among employees
- Q.2 _____ denotes concentration of authority at the top level.
 a) Decentralisation b) Centralisation
 c) Coordination d) Delegation
- Q.3 _____ principal of management states that there should be a place for everything should be in its place.
 a) Equity b) Discipline
 c) Order d) Esprit de corps
- Q.4 _____ Involves harmony and team spirit among employees
 a) Discipline b) Esprit de corps
 c) Order d) Standardisation
- Q.5 The first step in the planning process is to

- a) Set an objective
 - b) Evaluate alternatives
 - c) Determine Strength and weaknesses
 - d) None of the above
- Q.6 Policies are flexible where as procedure are _____.
- a) Secific
 - b) Dtailed
 - c) Rigid
 - d) All the above
- Q.7 Which of the following is not a part of the organising process?
- a) Assignment responsibilities
 - b) Establishing reporting relationship
 - c) Specialisation
 - d) Division of work
- Q.8 Organising doesn't include
- a) By whom will be done
 - b) When will be done
 - c) What will be done
 - d) How will be done
- Q.9 Identify the level at which the directing function takes place in an organization?
- a) Top level Management
 - b) Middle level Management
 - c) Lower level Management
 - d) All of the above
- Q.10 Delegation is _____.
- a) Optional
 - b) Compulsory
 - c) None of the options are correct
 - d) Both A & B

(2)

124126

SECTION-B

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

- Q.11 There are _____ levels of management.
- Q.12 _____ is known as the father of scientific management
- Q.13 _____ means the employee should receive order from one superior only.
- Q.14 Directing is a _____ oriented function.(goal/ money/ complex)
- Q.15 Delegation means sharing _____ with subordinates.
- Q.16 Authority and _____ go hand in hand.
- Q.17 Recruitment is a positive process while selection a is _____ process.
- Q.18 _____ the informal are two types of organisation.
- Q.19 Control is the function of _____ manager.(top, middle, every)
- Q.20 Internal and _____ are the two types of coordination.

SECTION-C

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

- Q.21 What are the various levels of management ? Explain in detail.
- Q.22 What do you understand by planning? Narrate briefly.
- Q.23 Explain the nature of planning?
- Q.24 Bring out the purpose of organizing.
- Q.25 Explain the scope of staffing.

(3)

124126

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 What are the elements of Directing? Explain the principles of effective direction.
- Q.4 What is meant by controlling? How it is related to other function of management?
- Q.5 What are the main features of organizing and their Importance?
- Q.6 "Management is the art of getting things done through people" comment.
- Q.7 What is management planning? Explain various stages involved in the planning process.

No. of Printed Pages : 4

Roll No.

124126

2nd Sem. / FAA

Subject : Principles of Management.

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1 a) Any two characteristics is management.
b) Importance of organizing.
c) Techniques of Directing.
d) What is staffing?
e) Any two steps in the process of coordination.
f) What is short term planning?
g) Any two external factors that affect management.
h) Manpower process.

(100)

(4)

124126

(1)

124126

- i) Any two qualities of a manager.
- j) Mention any two types of organization.
- k) Features of controlling.
- l) State any two functions of middle level management.
- m) What is training?
- n) Give two advantages of efficient control system.
- o) Distinguish between Recruitment and Selection.
- p) Requisites of effective planning.
- q) Is management a profession?
- r) Limitations of Decentralization.

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

Q.2 i) What is the need for principles of management?

(2)

124126

- ii) Explain formulation of plan as a management function.
- iii) Explain the basic techniques of controlling.
- iv) Mention features of directing?
- v) What is strategic planning?
- vi) Explain the process of coordination.
- vii) Explain the principle of "Authority and responsibility".
- viii) State any four reasons why training is needed for employees?
- ix) Define formal organization.
- x) Distinguish between formal and informal organization.
- xi) Mention the functions of personnel management.
- xii) What is the concept of time management?
- xiii) Explain the significance of staffing.
- xiv) What is organizational conflict?
- xv) What is Strategy?

(3)

124126

Q.32 Discuss the nature of organisation.

SECTION-D

Note: Long answer type questions. Attempt any three questions out of four questions. 3x10=30

Q.33 Discuss the importance and skills of management.

Q.34 Describe the elements of planning.

Q.35 Describe the process of manpower planning.

Q.36 Explain the characteristics and principles of directing.

(40)

(4)

124126

No. of Printed Pages : 4

Roll No.

124126

2nd Sem. / FAA

Subject : Principles of Management

Time : 3 Hrs.

M.M. : 100

SECTION-A

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

Q.1 _____ consists of the owners of an enterprise. (management / administration)

Q.2 Planning is mental / physical process.

Q.3 Name two types of organisation.

Q.4 Manpower inventory forecasts future manpower requirements. (True/False)

Q.5 In _____ (delegation / supervision) a superior assigns some of his work to the subordinates.

Q.6 In _____ process the comparison of actual performance is made with the set standard (staffing/control)

(1)

124126

- Q.7 Write one technique of effective co-ordination.
- Q.8 The levels of management are top _____ and lower management.
- Q.9 Planning is a never-ending activity. (True/False)
- Q.10 In the absence of co-ordination administration will be possible. (True/False)

SECTION-B

Note:Very short answer type questions. Attempt any ten questions out of twelve questions. 10x2=20

- Q.11 List two objectives of management.
- Q.12 Write two points of importance of planning.
- Q.13 Define Organisation.
- Q.14 What do you understand by staffing?
- Q.15 Write two advantages of directing.
- Q.16 Give two limitations of control.
- Q.17 Define co-ordination.
- Q.18 Write two differences between management and administration.

(2)

124126

- Q.19 List two objectives of organisation.
- Q.20 Write two characteristics of control.
- Q.21 List two points of importance of control.
- Q.22 Mention two advantages of co-ordination.

SECTION-C

Note:Short answer type questions. Attempt any five questions out of ten questions. 5x8=40

- Q.23 Describe the main characteristics of management.
- Q.24 Discuss the requisites of an effective planning.
- Q.25 What are the steps in organising process?
- Q.26 What is the significance of staffing?
- Q.27 Describe the techniques of direction.
- Q.28 Discuss the steps in controlling process.
- Q.29 Explain the process of co-ordination.
- Q.30 Write ten principles of management.
- Q.31 Discuss the steps in planning process.

(3)

124126

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 Discuss the nature and importance of control.
- Q.4 Discuss the process of coordination.
- Q.5 Explain the elements and importance of planning.
- Q.6 Describe the principles of management.
- Q.7 Discuss the nature and significance of staffing.

No. of Printed Pages : 4
Roll No.

124126

2nd Sem. / FAA

Subject : Principles of Management

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1 a) Define planning.
- b) Two principles of directing.
- c) Define control.
- d) Co-ordination.
- e) Two techniques of directing.
- f) Two objectives of planning.
- g) Name the levels of management.
- h) Importance of management.

- i) Two advantages of planning.
- j) Skills required by a manager to perform the management functions successfully.
- k) Define staffing.
- l) Objectives of management.
- m) Name different types of organisations.
- n) Importance of organising.
- o) Manpower planning.
- p) Delegation.
- q) Organising.
- r) Two objectives of organising.

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

- Q.2 i) Explain the nature and characteristics of planning.

(2)

124126

- ii) Discuss the characteristics of directing.
- iii) What is the importance of directing?
- iv) Discuss the steps in controlling process.
- v) Explain the significance of coordination.
- vi) Describe the planning process.
- vii) What is the relationship between planning and controlling.
- viii) Explain the nature of planning.
- ix) Write a note on management vs administration.
- x) Explain the process of manpower planning.
- xi) Write the characteristics of management.
- xii) What are the steps in organising process?
- xiii) Write the features of organising.
- xiv) Describe line and staff organisation.
- xv) Write a note on recruitment.

(3)

124126