

- Q.21 Explain in brief five functions of management.
- Q.22 What are the essential components of an effective training?

**SECTION-D**

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)
- Q.23 Differentiate between Centralization and Decentralization. What are the advantages and disadvantages of both of them?
- Q.24 Define motivation. What are the major types of motivation? Explain in detail.
- Q.25 What is controlling? Explain its importance. What are the main steps involved in controlling process?

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**1st Semester/ OMCA/Fin., Acc., & Aud./  
Business Management, DBM, DBM (IPM)  
Subject : Principles of Management**

Time : 3 Hrs.

M.M. : 60

**SECTION-A**

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

- Q.1 Who is not a part of middle-level management?
- a) Production-manager
  - b) Marketing-manager
  - c) Purchase-manager
  - d) Vice President
- Q.2 Which function aims at “Putting right people at right places”?
- a) Directing
  - b) Staffing
  - c) Controlling
  - d) Planning
- Q.3 Which function sets the standards of performance that are compared with actual performance in controlling function of management?
- a) Organizing
  - b) Planning
  - c) Directing
  - d) Controlling

- Q.4 Deviation arises when:
- Actual performance is better than the standards
  - Actual performance is worse than the standards
  - In both the above-mentioned situations
  - None of the above
- Q.5 Which of the following are some of the characteristics of Management:
- Management is a goal oriented process
  - Management is multi-dimensional
  - Management is all pervasive
  - All of the above
- Q.6 Coordination is not a separate function of management, but it is an
- An objective of management
  - Primary function of management
  - Essence of management
  - All of these

### SECTION-B

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

- Q.7 \_\_\_\_\_ communication follows no fixed path. (Formal / Informal)
- Q.8 Bonus is a type of \_\_\_ incentive. (Financial / Non-Financial)

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- Q.9 Management is an art as well as a science. (True/False)
- Q.10 Top management spends more time in planning and organizing. (True/False)
- Q.11 \_\_\_\_\_ is a positive process, while \_\_\_\_\_ is a negative process. (Selection / Recruitment)
- Q.12 A \_\_\_\_\_ leader allows its subordinates to take decisions independently. (Democratic / Autocratic)

### SECTION-C

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

- Q.13 What do you mean by the term “Effective planning”?
- Q.14 What are the main principles of management? Explain in brief.
- Q.15 What are the main differences between formal and informal organizations.
- Q.16 Differentiate between recruitment and selection.
- Q.17 What do you mean by the term “On the job training”? What are its advantages?
- Q.18 What are the qualities required for being a good leader?
- Q.19 What are the different types of leaders in an organization?
- Q.20 Write a short note on “Delegation of authority”.

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