

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.

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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.

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- 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.

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