

- Q.28 Narrate the nature of controlling. (CO-6)
- Q.29 Explain the process of Co-ordination (CO-7)
- Q.30 Write a note on characteristics of management (CO-1)
- Q.31 Explain the process of planning in detail.(CO-2)
- Q.32 What are various steps involved in the process of organising ? Explain. (CO-3)

### SECTION-D

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

- Q.33 Explain the concept of planning. Write a detail note on the requisite of good planning. (CO-2)
- Q.34 What is the significance of manpower planning? Explain in detail the process of staffing.(CO-4)
- Q.35 Is direction essential to achieve the objective of an organisation? Explain in detail various techniques of directing. (CO-5)
- Q.36 Write a detail note on various principles of management. (CO-1)

(**Note:** Course outcome/CO is for office use only)

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Roll No. .... 126712/106713/033014

**1st Sem. / Diploma in Business Management, OMCA**

**Subject : Principles of Management**

Time : 3 Hrs.

M.M. : 100

### SECTION-A

**Note:**Objectives questions. All questions are compulsory (10x1=10)

**(Course Outcome/CO)**

- Q.1 There are lower, middle and ..... levels of management. (CO-1)
- Q.2 F.W. Taylor is known as the father of ..... management. (CO-1)
- Q.3 Unity of command means, the employee should receive order from ..... superior only. (CO-1)
- Q.4 Supervision is an important ..... of directing. (CO-5)
- Q.5 Delegation means sharing .....with subordinates. (CO-2)

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- Q.6 Assignment of duties is the ..... step in delegation. (CO-2)
- Q.7 Induction is required for ..... employees. (CO-5)
- Q.8 Formal and ..... are the two types of organisation. (CO-3)
- Q.9 Control is a .....(Looking back/forward looking) (CO-6)
- Q.10 There are ..... types of coordination. (CO-7)

### SECTION-B

**Note:**Very Short answer type questions. Attempt any ten parts 10x2=20

- Q.11 Explain briefly the objectives of management. (CO-1)
- Q.12 Narrate various skills of management. (CO-1)
- Q.13 Write down the importance of planning. CO-2)
- Q.14 Narrate briefly the nature of planning. (CO-2)
- Q.15 Write down the nature of organizing. (CO-3)
- Q.16 What do you understand by manpower

planning? (CO-4)

- Q.17 Narrate the principle of directing. (CO-5)
- Q.18 Why control is important in management. (CO-6)
- Q.19 Why co-ordination is needed in management? (CO-7)
- Q.20 What are various objectives of organising? Explain (CO-3)
- Q.21 Define organising. (CO-3)
- Q.22 Explain the nature of co-ordination. (CO-7)

### SECTION-C

**Note:**Short answer type questions. Attempt any eight questions. 8x5=40

- Q.23 Why management is important in modern organization? (CO-1)
- Q.24 Explain the objective of Planning. (CO-2)
- Q.25 Bring out the importance of organizing. (CO-3)
- Q.26 Explain the nature of manpower planning. (CO-4)
- Q.27 Bring out characteristics of directing. (CO-5)

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