

Q.24 Discuss the importance of leadership.

Q.25 What are the advantages of co-ordination?

SECTION-D

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

Q.26 Organising involves a series of steps that need to be taken in order to achieve the desired goals. Explain these steps.

Q.27 Discuss the important features and principle of direction.

Q.28 Describe the steps involved in the process of controlling.

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SECTION-A

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

Q.1 Write one requisite of a successful organisation.

Q.2 Give the meaning of placement as a step in the process of staffing.

Q.3 Name four traits in a successful leader.

Q.4 Write two advantages of control.

Q.5 Control is a continuous activity. (True/False)

Q.6 Give one objective of organising.

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- Q.7 Name any two kinds of information provided by a management inventory.
- Q.8 What is unity of command?
- Q.9 Name two styles of leadership.
- Q.10 Effective leadership is essential for better co-ordination (True/False)

SECTION-B

Note:Very short answer type questions. Attempt any five questions out of seven questions. 5x2=10

- Q.11 Define organising as a function of management.
- Q.12 What do you understand by staffing?
- Q.13 Write two points of importance of direction.
- Q.14 What do you understand by controlling?

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- Q.15 Write two characteristics of co-ordination.
- Q.16 Name the steps in manpower planning process.
- Q.17 Define leadership.

SECTION-C

Note:Short answer type questions. Attempt any six questions out of eight questions. 6x4=24

- Q.18 State four points of importance of organising as a function of management.
- Q.19 Discuss the nature of staffing.
- Q.20 What are the techniques of directing?
- Q.21 Discuss the nature of control.
- Q.22 Explain the process of co-ordination.
- Q.23 What is the significance of staffing?

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