

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.

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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) 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.

- 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?

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- 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?

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