

Dr. Babasaheb Ambedkar Open University
Term End Examination December – 2019

Course	:	PGDBA/PGDHR/PGDM/PGDBA	Date	:	04-Jan-2020
Subject Code	:	PGDBA-101/PGDHR-101/PGDM-101/APGDBA-101	Time	:	03:00pm to 06:00pm
Subject Name	:	Principles of Management	Duration	:	03 Hours
			Max. Marks	:	70

Section A

Answer the following (Attempt any three) (30)

1. Highlight the nature of management in your words.
2. Explain features of planning in detail.
3. Write a short note on Schools of Management Thought.
4. Distinguish between Recruitment and Selection.
5. Elaborate Maslow's hierarchy of needs theory with proper example.

Section B

Answer the following (Attempt any four) (20)

1. Elaborate management as an emerging profession in today's world.
2. Justify the role of a manager in organization.
3. Bifurcate the function of management in brief.
4. Describe different characteristics related to directing.
5. Write a brief note on "Types of Organisational Charts".
6. Illustrate process of control in your words.

Section C

Part – A (Multiple Choice Questions) (10)

- 1 A _____ is a future course of actions.
A Plan B Decision
C Controlling D Supervision
- 2 _____ may be defined as a process by which a manager guides and influences the work of subordinates in desired direction
A Leadership B Planning
C Supervision D Controlling
- 3 Human and material resources must be in the right place at the right time.
A Equity B Order
C Unity of direction D Unity of command
- 4 Employees should be treated as equally as possible.
A Order B Equity
C Stability of personnel D Unity of direction
- 5 Indian management is described as _____ with "traditional values".
A Wealth management B Family management
C Workers management D Employee management

- 6 Which among the following is not a characteristic of decision making?
- | | |
|---|---|
| A It is a goal oriented process | B It is viewed as a point reached in a stream of action |
| C It is an intellectual cum intuitive process | D It is related to static entity and not a process |
- 7 Decision making implies to commitment of
- | | |
|---------|----------|
| A Time | B Effort |
| C Money | D All |
- 8 Identify the organisation structure
- | | |
|------------|-------------|
| A Matrix | B Rectangle |
| C Triangle | D Square |
- 9 Which among the following explained supervision as, guiding and directing efforts of employees with several different resources to complete stated work outputs?
- | | |
|----------------------|---------------------|
| A Terry and Franklin | B Peter.F.Drucker |
| C George.R.Terry | D None of the above |
- 10 _____ motivation means motivating employees by paying them in terms of money.
- | | |
|------------|-----------------|
| A Positive | B Financial |
| C Negative | D Non financial |

Part – B (Do as Directed)

(10)

State Weather the Following Statement are True or False

- 1 Management is continuous.
- 2 Management is Science. Art and Profession.
- 3 Planning - It is the process of deciding in advance what is to be done, when and where it is to be done, how it is to be done and by whom.
- 4 Simplicity is the part of merits of the line organisation.
- 5 Organisation - Two more persons engaged in a systematic effort to produce goods or services.
- 6 Organisation chart - A graphic representation of organisational structure.
- 7 Staffing - The process by which organisations meet their human resource needs, including forecasting future requirements, recruiting and selecting candidates and orienting new employees.
- 8 Planning precedes controlling and controlling succeeds planning
- 9 Planning and controlling are inseparable functions of management.
- 10 Controlling - It is concerned with monitoring employees" activities, keeping the organisation on track towards its goals and making corrections as required.