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47 (1) PRMN 1.4

2011

PRINCIPLES OF MANAGEMENT

Paper : 1.4

Full Marks : 80

Time : Three hours

The figures in the margin indicate full marks for the questions.

1. (A) Fill in the gaps with appropriate words : 1×5=5
- (i) Fayol classified all industrial activities into _____ groups
 - (ii) Negative Motivation is based on _____.
 - (iii) MBO is the philosophy of decentralisation and _____ management.
 - (iv) A line manager is vested with _____ authority.

Contd.

(v) Budgetary control is a system of controlling _____.

(B) Find out the correct answer : $1 \times 3 = 3$

(a) An organisation involves :

- (i) concentration of work
- (ii) division of work
- (iii) distribution of work.

(b) Delegation creates :

- (i) new work
- (ii) obligation
- (iii) new levels of management.

(c) The technique of decision making was developed by

- (i) Hengry Fayol
- (ii) Eric W. Vetter
- (iii) William J. J. Gordon.

(C) State whether true or false : $1 \times 2 = 2$

(i) Fayol is considered as the father of modern management theory.

(ii) Authority can not be delegated.

2. Explain in brief : (any five) $2 \times 5 = 10$

(a) Management by Exception

(b) Levels of Management

(c) The Delphi Technique

(d) Unity of Command

(e) Scalar Chain

(f) Zero-Base Budgeting

(g) Corporate Planning.

3. Answer **any four** questions from the following : $5 \times 4 = 20$

(a) State the characteristics of a good plan.

(b) "Co-ordination is the essence of management". Explain.

- (c) State the advantages of Functional Organisation.
- (d) How can delegation be made effective ?
- (e) Is management a profession ? Give reasons for your answer.
- (f) State the importance of motivation.

4. Distinguish between : *(any two)* 8×2=16

- (a) Programmed Decision and Non-Programmed Decision.
- (b) Authority and Responsibility.
- (c) Strategic and Operational Planning.
- (d) Autocratic Style Leader and Democratic Style Leader.

5. What is meant by Span of Management ? What factors influence the span ? 8

Or

What is Decision Making ? Explain the important steps to be taken in a decision making process.

What is Motivation ? Describe the nature of motivation. Mention *any two* techniques of increasing motivation. 8

Or

"Planning is a dynamic process". Explain. State *three* merits and *three* demerits of planning.

What do you understand by "Directing" ? State the basic principles of effective directions. 8

Or

What is Benchmarking ? State *three* advantages and *three* disadvantages of Benchmarking.