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47 (1) PRMN 1-4

2013

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) Centralization and decentralization is a simple question of _____.
 - (ii) Mayo is known for his work on the project which is commonly referred to as the _____ studies.
 - (iii) Contingency approach was developed in the year _____.
 - (iv) Budgetary control is a system of controlling _____.

Contd.

(v) Fayol classified all industrial activities into _____ groups.

(B) Choose the correct answers from the following : $1 \times 3 = 3$

(i) In functional organisation, work is divided

- (a) According to importance
- (b) According to the nature
- (c) According to different functions.

(ii) Control are

- (a) forward looking
- (b) static
- (c) rigid

(iii) Division of work promotes

- (a) inefficiency
- (b) specialisation
- (c) wastage

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

(i) Staffing is influenced by internal factors only.

(ii) Organisation involves division of work.

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

- (a) Management by Exception
- (b) PODSCORB

(c) Scalar Chain

(d) Levels of Management

(e) Delegation of authority

(f) Management Audit

(g) Management by objectives.

3. Distinguish between : *(any three)* $4 \times 3 = 12$

(a) Authority and Responsibility

(b) Line Organisation and Functional Organisation

(c) Programmed Decisions and Non-Programmed Decision

(d) Strategic Planning and Operational Planning.

(e) Standing Plans and Single-use Plans.

4. Answer the following : *(any four)* $6 \times 4 = 24$

(a) Explain the functions of middle management.

(b) Describe the advantages of committee form of organisation.

(c) How can delegation be made effective ?

(d) Explain the qualities a manager should have.

(e) 'Planning without control is meaningless and control without planning is a waste'. Comment.

(f) Explain the process followed in staffing.

5. Answer the following : (*any three*) $8 \times 3 = 24$

(a) What is Planning ? Briefly explain the stages involved in the process of planning.

(b) What is Budgetary control ? State the advantages of budgetary control.

(c) What is Motivation ? Describe the factors affecting morale.

(d) What is Benchmarking ? State the advantages and disadvantages of Benchmarking.

(e) What is meant by Leadership ? Describe the nature of autocratic and democratic styles of leadership.

(f) Explain the following :

(i) Impact of computers on manager's work

(ii) Role of direction in the management of an enterprise.