



Name : .....

Roll No. : .....

Invigilator's Signature : .....

**CS/BHMCT/SEM-4/HM-406/2013**

**2013**

**INTRODUCTION TO MANAGEMENT**

*Time Allotted : 3 Hours*

*Full Marks : 70*

*The figures in the margin indicate full marks.*

*Candidates are required to give their answers in their own words  
as far as practicable.*

**GROUP – A**

**( Objective Type Questions )**

1. State *True* or *False* for any *ten* of the following :  $10 \times 1 = 10$ 
  - i) Management is the art of getting things done through and with people in formally organized group.
  - ii) Management is an art and science.
  - iii) One of the sub-functions of directing is departmentalization.
  - iv) Planning is a primary function of management.
  - v) Procedures are one of the components of Multi-use plan.

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- vi) Autocratic leadership style permits quick decision making.
- vii) Free-rein or Laissez-faire leadership do not involve complete delegation of authority.
- viii) Encode is one of the elements of communication process.
- ix) Control is a continuous, future-oriented and dynamic process.
- x) Decision making may not be the fundamental task of each and every manager.
- xi) PERT is Planning Evaluation and Review Technique.

**GROUP – B**

**( Short Answer Type Questions )**

Answer any *three* of the following.  $3 \times 5 = 15$

2. Define management. Briefly mention the nature of management process.
3. Briefly describe the nature and importance of planning.
4. Write a short note on controlling.
5. Define leadership. Write the importance of leadership.



6. Write short notes on the following :

- a) Upward and downward communication
- b) Delegation.

**GROUP – C**

**( Long Answer Type Questions )**

Answer any *three* of the following.  $3 \times 15 = 45$

7. Define motivation. Explain in detail, the Maslow's theory of motivation.
8. What are the barriers of communication ? Write about the measures for overcoming barriers of communication.
9. Define staffing. Elaborate in detail, the elements of staffing.
10. Define directing. Describe the principles of directing.
11. Write short notes on the following :
  - a) Authority
  - b) Job description
  - c) Supervision.