	Unedh
Name:	
Roll No. :	National Of Exemples and Exchange
Invigilator's Signature :	

CS/BTTM/SEM-3/TTM-302/2011-12 2011

PRINCIPLES OF 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 (Multiple Choice Type Questions)

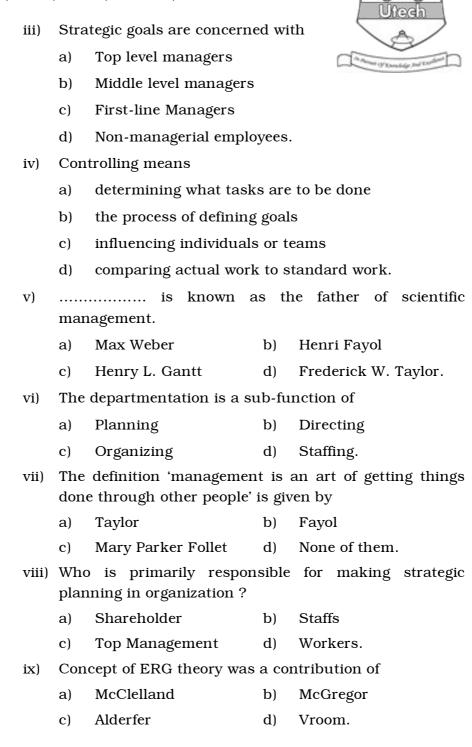
1. Choose the correct alternatives for any *ten* of the following :

 $10 \times 1 = 10$

- i) focused on the work or the job and how to do it better?
 - a) Scientific management
 - b) Bureaucratic management
 - c) Classical management
 - d) Administrative management.
- ii) Strategic management entails which of the following basic management functions?
 - a) Planning, organizing, leading and controlling
 - b) Motivation, efficiency, authority and effectiveness
 - c) Planning, bossing, controlling and organizing
 - d) Making things happen, meeting the competition, organizing the people and leading.

3080 [Turn over

CS/BTTM/SEM-3/TTM-302/2011-12



- x) Social responsibility includes
 - a) depletion of natural resources
 - b) profit maximization
 - c) ecology protection
 - d) business environment.
- xi) Which of the following skill/skills required to be possessed by a manager ?
 - a) Technical skill
 - b) Human skill
 - c) Conceptual skill
 - d) All of these.
- xii) The process of searching goals and suitable course of action for achieving goals is known as
 - a) Planning
- b) Controlling
- c) Organizing
- d) None of these.

GROUP - B

(Short Answer Type Questions)

Answer any *three* of the following.

- $3 \times 5 = 15$
- 2. Distinguish between a leader and a manager.
- 3. What are the basic tenets of the Scientific Management Approach?
- 4. State the different roles of a manager according to Mintzberg.
- 5. Outline the steps involved in implementing MBO in an organisation.
- 6. Write a comprehensive note on different types of organisation structure.



(Long Answer Type Questions)

Answer any three of the following.



- 7. Define controlling. Examine the need for a sound system of control in an organisation. State the essential elements for effective controlling. 4 + 5 + 6
- 8. Enumerate Fayol's principles of management. Comment on how they are fundamentally different from Taylor's principles. 10 + 5
- 9. Discuss the important principles and steps involved in organising process. 8+7
- 10. a) What is meant by staffing?
 - b) Outline the major steps involved in staffing.
 - c) Discuss the importance of staffing in managing organisations.
- 11. Write short notes on any *three* of the following : 3×5
 - a) Functions of a leader
 - b) Types of control
 - c) Planning process
 - d) Co-ordination the essence of management
 - e) Necessity of manpower planning in an organisation.

3080 4