

Total number of printed pages-4

47 (1) PRMN 1.4

2022

(Held in 2023)

PRINCIPLES OF MANAGEMENT

Paper : 1.4

Full Marks : 80

Time : Three hours

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

1. Answer the following : 1×10=10

(A) Fill in the blanks :

(i) Organisation deals with _____.
(division of work/centralisation of activities)

(ii) Line organisation represents _____ relationship.
(vertical/horizontal)

(iii) Contingency approach was developed in the year _____.
(1970/1975)

(iv) Staffing is a _____ process.
(static/continuous)

Contd.

- (v) The credit for developing human relations approach goes to _____.
(Max Weber/Elton Mayo)

(B) State *True or False* :

- (vi) Policies are the guidelines set to provide direction.
- (vii) Accountability is the obligation of a subordinate.
- (viii) Motion study relates to the study of movements of a worker or a machine in doing a job.
- (ix) Decision-making is a process in human mind.
- (x) Authority is a positional right which vests in the position and not in individual.

2. Answer in brief : (*any five*) 2×5=10

- (i) What is management ?
- (ii) State *two* points of distinction between management and administration.
- (iii) Write *any two* contributions of F.W. Taylor in the field of management.
- (iv) Write *any two* obstacles in planning.

- (v) What is an informal group ?
- (vi) What is delegation of authority ?
- (vii) Write *two* points of distinction between delegation and decentralisation.

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

- (i) Explain the characteristics of management.
- (ii) Explain the contributions of Hawthorne studies.
- (iii) Write and explain *any four* tools/techniques of planning.
- (iv) What is decision-making ? Explain the nature/characteristics of decision-making. $2+3=5$
- (v) State the importance of organising function in management.
- (vi) Explain the process of delegation.

4. Answer the following : **(any five)** $8 \times 5 = 40$

- (i) Explain Henri Fayol's fourteen principles of management.

- (ii) Discuss management as a science and as an art. 4+4=8
- (iii) Describe the planning process.
- (iv) Explain the controlling process. Write *any two* traditional techniques of control. 6+2=8
- (v) What is motivation ? Explain Maslow's need hierarchy theory of motivation. 2+6=8
- (vi) What is directing ? State the importance of directing in an organisation. 2+6=8
- (vii) Explain the importance/significance of management in an organisation.
- (viii) Write notes on the following : 4+4=8
- (i) Systems approach to management
 - (ii) Contingency approach to management
-