

**PRINCIPLES OF MANAGEMENT  
(HMTS 3201)**

**Time Allotted : 3 hrs**

**Full Marks : 70**

*Figures out of the right margin indicate full marks.*

*Candidates are required to answer Group A and  
any 5 (five) from Group B to E, taking at least one from each group.*

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

**Group - A  
(Multiple Choice Type Questions)**

1. Choose the correct alternative for the following: **10 × 1 = 10**
- (i) The concept of scientific management was given by \_\_\_\_\_.  
(a) F W Taylor (b) Henri Fayol  
(c) Elton Mayo (d) Peter Drucker.
  - (ii) In the context of a Business organization what flows from bottom to top?  
(a) Authority (b) Responsibility  
(c) Delegation (d) Grievance.
  - (iii) Policies are \_\_\_\_\_.  
(a) rules (b) strategies (c) standing plans (d) methods.
  - (iv) Which one of the following is a technique for improving group decision making?  
(a) Game theory (b) Decision tree  
(c) Queuing theory (d) Brainstorming.
  - (v) \_\_\_\_\_ increases the importance of lower level managers.  
(a) Delegation (b) Centralisation  
(c) Decentralisation (d) Control technique.
  - (vi) Concept of MBO was introduced by  
(a) George Odiorne (b) Rensis Likert  
(c) Chris Argyris (d) Peter Drucker.
  - (vii) According to McGregor's Theory X and Theory Y, theory Y type of persons \_\_\_\_\_.  
(a) dislike work (b) resist change  
(c) seek responsibility (d) lack creativity.

- (viii) Which of the following is a characteristic feature of autocratic leadership?  
 (a) Consultative  
 (b) Autonomy to subordinates  
 (c) Highly motivating  
 (d) Centralization of power.
- (ix) Top level managers of an organization are primarily responsible for which type of decision?  
 (a) Corporate level (b) Branch level  
 (c) Functional level (d) Divisional level.
- (x) Break even point is \_\_\_\_\_.  
 (a) highest return on investment  
 (b) minimum level of inventory  
 (c) opportunity cost  
 (d) no profit no loss.

**Group - B**

2. (a) Define management. Discuss the major characteristics of management.  
 (b) What is a single-use plan? Name any one type of single-use plan and explain its features.  
**(1 + 5) + (2 + 4) = 12**
3. (a) "Management is an Art and Science" – justify.  
 (b) State any 6 principles of Fayol's Administrative management. Explain any two important ones.  
**4 + 8 = 12**

**Group - C**

4. (a) Enumerate the difference between Standing Plan and Single Use Plan.  
 (b) Describe the Steps involved in MBO Process.  
**5 + 7 = 12**
5. (a) List out and briefly explain the barriers to effective communication.  
 (b) Describe any 4 sources of recruitment for an organization.  
**6 + 6 = 12**

**Group - D**

6. (a) What are the steps involved in controlling?  
 (b) Briefly explain Simon's model of decision making.  
**6 + 6 = 12**
7. (a) Explain the concept of Management by Exception. How does it differ from Management by Objectives.  
 (b) Outline McKinsey's 7-S approach.  
**(4 + 2) + 6 = 12**

**Group - E**

8. (a) Enlist 3 main leadership styles and suggest the most suitable one in your opinion and why so.  
 (b) Briefly explain Abraham Maslow's Hierarchy of Needs.  
**6 + 6 = 12**
9. (a) Bring out the differences between a leader and a manager.  
 (b) What are the techniques of effective coordination?  
**6 + 6 = 12**