

**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) Stages in Simon's model of decision making are
    - (a) Intelligence, Design, Implement
    - (b) Information, Design, Implement
    - (c) Intelligence, Design, Choice
    - (d) Information, Design, Control
  - (ii) Communication is the process of
    - (a) passing the information and understanding from one person to another
    - (b) Inspiring and motivating employees
    - (c) Both of these
    - (d) None of these
  - (iii) Henri Fayol is known for his contribution in
    - (a) Scientific management
    - (b) Administrative management
    - (c) Behavioural management
    - (d) None of these
  - (iv) Job satisfaction refers to
    - (a) Attitude of an employee towards his/her work.
    - (b) Work culture
    - (c) Work ethics
    - (d) relationship between superiors and subordinates
  - (v) *Laissez faire* type of leadership means
    - (a) Centralization of power
    - (b) Guiding team members
    - (c) Absence of direction and interference
    - (d) None of the above
  - (vi) Budget is an example of
    - (a) Single use plan
    - (b) Long term plan
    - (c) Standing plan
    - (d) Operational plan

- (vii) Mid-level managers in an organization are associated with  
(a) Operational planning (b) Strategic planning  
(c) Tactical planning (d) All of these
- (viii) *Dual* factor theory of motivation was given by  
(a) FW Taylor (b) Abraham Maslow  
(c) Frederick Herzberg (d) Robert Blake
- (ix) Many organizations fail, because of  
(a) Careful SWOT analysis (b) Poor and unsystematic planning  
(c) Availability of skilled employees (d) None of the above
- (x) Concept of MBO was given by  
(a) Peter Drucker (b) Elton Mayo  
(c) FW Taylor (d) Luther Gulick

### **Group - B**

2. (a) Highlight the major findings from **Hawthorne Studies**.  
(b) Discuss the *role* of a manager as a **facilitator, disseminator and as a negotiator**.  
 $6 + (3 \times 2) = 12$
3. (a) Discuss any **two** techniques to ascertain coordination in an organization.  
(b) Mention any two **internal** sources of recruitment with their relative *merits* and *demerits*.  
 $4 + (4 \times 2) = 12$

### **Group - C**

4. (a) Discuss *two* possible sources of authority.  
(b) What do you mean by '*delegation of authority*' and what are the major factors to be kept in mind before such delegation.  
 $4 + (4 + 4) = 12$
5. (a) What are the essential elements involved in creating a **team**- discuss briefly.  
(b) What are the major barriers in communication process. Name two ways to overcome these difficulties.  
 $5 + (5 + 2) = 12$

### **Group - D**

6. (a) In what ways *authority* and *responsibility* can differ from each other in managerial practices -elaborate.  
(b) What is your idea about 'span of management'? Discuss any **two** factor influencing span of management'.  
 $6 + 2 + (2 \times 2) = 12$

7. (a) Find the areas of differences regarding the functioning of a **leader** and a **manager**.  
(b) Discuss the major steps involved in *selection* process.

**5 + 7 = 12**

**Group - E**

8. (a) Distinguish between Trait Theory and Behavioural Theory of leadership.  
(b) What could be the possible impediments in the implementation of an effective planning process: - discuss.

**6 + 6 = 12**

9. Write short note on any *three*:  
(i) Single use plan and standing plan.  
(ii) Management by exception  
(iii) American style of management  
(iv) Breakeven point.

**(3 × 4) = 12**

<b>Department &amp; Section</b>	<b>Submission Link</b>
<b>Google Classroom Joining Link</b>	<a href="https://classroom.google.com/c/MzY4ODkwOTUxOTUx?cjc=wnhqjz">https://classroom.google.com/c/MzY4ODkwOTUxOTUx?cjc=wnhqjz</a>
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