

**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) What are the three phases of decision making process according to Herbert A. Simon?  
(a) Discussion, consensus, application  
(b) Intelligence, design, choice  
(c) Searching, identification, solving  
(d) Identification, development, selection.
- (ii) Staffing is  
(a) setting goals for the organisation  
(b) translation of plans into action  
(c) putting right people in right job  
(d) filling and keeping filled position in the organisational structure.
- (iii) Which of the following is a feature of planning?  
(a) Planning is future oriented  
(b) Planning is a composition of interrelated individuals  
(c) Planning is division of work  
(d) Planning is continuous.
- (iv) \_\_\_\_ is external source recruitment.  
(a) Advertisement      (b) Transfer      (c) Promotion      (d) Layoff.
- (v) The more efficient and experienced is the manager the wider is the  
(a) team authority      (b) span of control  
(c) authority      (d) responsibility.
- (vi) Co ordination does not  
(a) facilitate sequencing      (b) increase conflicts  
(c) streamline effort      (d) enhance harmony.

- (vii) Who proposed scientific management?  
(a) Henry Fayol (b) F.W.Taylor  
(c) Abraham Maslow (d) Alderfer.
- (viii) Line organisation would work in a  
(a) complex organisation (b) large organisation  
(c) matrix organisation (d) small organisation.
- (ix) \_\_\_\_\_ is the process of searching for prospective employees and stimulating them to apply for the jobs in the organisation.  
(a) Selection (b) Staffing (c) Recruitment (d) Interview.
- (x) The two factors of Herzberg dual factor theory are  
(a) Hygiene factors and problem solver  
(b) Motivators and hygiene factors  
(c) Motivators and health factors  
(d) Problem solvers and health factors.

### **Group - B**

2. (a) Define management.  
(b) Is management science or arts? Explain.  
(c) Discuss briefly the contribution made by Fredrick Winslow Taylor in the field of scientific management.  
 $2 + 4 + 6 = 12$
3. (a) Briefly explain 3 principles of Henri Fayol.  
(b) Discuss 3 functions of management.  
 $6 + 6 = 12$

### **Group - C**

4. (a) What are the steps in planning?  
(b) Give 2 example of external source of recruitment.  
(c) Explain any 2 performance appraisal methods.  
 $5 + 2 + 5 = 12$
5. (a) Describe Simon's model of decision making.  
(b) What are the advantages of group decision making?  
 $6 + 6 = 12$

### **Group - D**

6. (a) What is meant by span of management?  
(b) Discuss tall and flat level of organisation.  
(c) Differentiate authority and responsibility.  
 $3 + 6 + 3 = 12$

7. (a) Explain decentralisation and centralisation.  
(b) Discuss advantages and disadvantages of decentralisation.

**4 + 8 = 12**

**Group - E**

8. (a) What do you mean by autocratic style of leadership?  
(b) Describe Maslow's theory of motivation.  
(c) Mention barriers of communication.

**3 + 5 + 4 = 12**

9. (a) Write short note on M.B.O.  
(b) Explain the process of communication.  
(c) McKinsey's 7-S Approach, discuss one each of the Hard and Soft elements.

**3 + 5 + 4 = 12**

