

**PRINCIPLES OF MANAGEMENT
(HMTS 3101)**

Time Allotted : 2½ hrs

Full Marks : 60

Figures out of the right margin indicate full marks.

*Candidates are required to answer Group A and
any 4 (four) from Group B to E, taking one from each group.*

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

Group – A

1. Answer any twelve:

12 × 1 = 12

Choose the correct alternative for the following

- (i) Pure science principles are rigid, whereas management principles are relatively
 - (a) contingent (b) dependent
 - (c) flexible (d) absolute.
- (ii) Which experiments were conducted by Elton Mayo?
 - (a) Analysis of time and motion performance
 - (b) Comparing actual performance to planned work performance
 - (c) Mechanisms for production
 - (d) Hawthorne.
- (iii) Comparing performance with established standards is considered part of the management related to the following
 - (a) planning (b) controlling
 - (c) staffing (d) coordinating.
- (iv) Decision trees are excellent tools for
 - (a) choosing between several courses of action
 - (b) monitoring feedback
 - (c) implementation of the selected alternative into action
 - (d) evaluating alternatives and selecting one of them.
- (v) Decision making which is generally routine, repetitive falls under the category of
 - (a) non-programmed decisions (b) programmed decisions
 - (c) group decisions (d) individual decision.
- (vi) The example of an investment decision is
 - (a) programmed decision (b) routine decision
 - (c) management decision (d) non-programmed decision.
- (vii) Lectures and conferences are method of
 - (a) training (b) development
 - (c) recruitment (d) selection.

- (viii) Which method of training is concerned with familiarize the new employee to the organization?
 (a) Induction training (b) Apprenticeship training
 (c) Coaching (d) Job rotation.
- (ix) Controlling is a
 (a) intermittent process (b) continuous process
 (c) decision making process (d) selection process.
- (x) Expand HRM
 (a) Human Responsibility Management (b) Human Resource Maintenance
 (c) Human Resource Management (d) Human Recruitment Method.

Fill in the blanks with the correct word

- (xi) A good _____ would not dominate the group discussion but would guide the members towards the established goal.
- (xii) Job _____ specify the characteristics of the individuals who should be hired for a particular job.
- (xiii) The “T” in “SWOT Analysis stands for _____.
- (xiv) “Management by results” and “Goal Management” actually mean _____.
- (xv) _____ provides the means of determining the effectiveness of the decision implemented.

Group - B

2. (a) Mention the concept of “Management Skills”. [[HMTS3101.2)(Analyse/HOCQ]]
 (b) Briefly discuss various types of Management Skills and their implications. [[HMTS3101.2)(Remember/LOCQ]]
2 + 10 = 12
3. “The challenges of top management leads to managing a team of personnel for a greater organizational professional achievement” — Discuss the statement. [[HMTS3101.3)(Analyse/HOCQ]]
12

Group - C

4. (a) What is meant by the term “Planning”? [[HMTS3101.2)(Analyse/HOCQ]]
 (b) Mention the importance of Planning. [[HMTS3101.2)(Remember/LOCQ]]
4 + 8 = 12
5. (a) Define the term “Strategic Management”. [[HMTS3101.2)(Analyse/HOCQ]]
 (b) What are the phases in Strategic Management Process? — Discuss. [[HMTS3101.2)(Remember/LOCQ]]
2 + 10 = 12

Group - D

6. (a) Discuss in brief the meaning and importance of “Directing”. [[HMTS3101.5](Analyse/HOCQ)]
(b) What are the principles of “Directing”? [[HMTS3101.5](Remember/LOCQ)]
6 + 6 = 12
7. Write short notes on:
(i) Job enrichment
(ii) Job security
(iii) Employee empowerment
(iv) Employee recognition programme. [[HMTS3101.5](Analyse/HOCQ)]
(3 + 3 + 3 + 3) = 12

Group - E

8. (a) What is meant by “Leadership”? [[HMTS3101.5](Analyse/HOCQ)]
(b) Briefly mention the nature and characteristics of leadership. [[HMTS3101.5](Remember/LOCQ)]
2 + 10 = 12
9. (a) What do you understand by the term motivation? [[HMTS3101.6](Analyse/HOCQ)]
(b) Illustrate in brief the importance of motivation. [[HMTS3101.6](Remember/LOCQ)]
4 + 8 = 12
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Cognition Level	LOCQ	IOCQ	HOCQ
Percentage distribution	54.17	0	45.83

