

**Avinashilingam Institute for Home Science and Higher Education for Women,
(Deemed to be University) Coimbatore-641 043
Bachelor's Degree Examination- November 2018
I Semester**

**Class : I UG
Major : Commerce**

**Time : 3 hrs
Maximum Marks : 100**

18BCOC03 - Principles of Management

Part - A

10X1=10

Circle the correct Answer

1. Management is what a manager does by _____.
a. Peter Drucker b. Henry Fayol c. George R. Terry d. F.W.Taylor
2. Under mechanism of Scientific Management, scientific task setting includes
a. time study b. motion study c. method study d. all the above
3. Planning
a. an integrated process b. a continuous process
c. an intelligent process d. connective process
4. Single use plans are
a. Strategies b. Policies c. Programmes d. Procedures
5. Functional method of organization was invented by
a. F.W.Taylor b. Henry Fayol c. Robertson d. Elton Mayo
6. Sharing of authority with the subordinates is
a. Delegation of authority b. Decentralization of authority
c. Dividing of authority d. All the above
7. The following function that involves the process of acquiring, developing, maintaining and utilizing the human resources is
a. Organizing b. Staffing c. Planning d. Controlling
8. The number persons reporting directly to a superior person is called
a. Communicating b. Coordinating c. Span of Control d. Leadership
9. The traditional technique of control is
a. Management audit b. Management Information System
c. Return on investment d. Network Analysis
10. Co-ordination between different levels of organization is
a. Internal co-ordination b. external co-ordination
c. vertical co-ordination d. horizontal co-ordination

Part - B
Answer the following **5X6=30**
Answer should not exceed 400 words or two pages

- 11. a. Explain the nature of Management.
(or)
b. List the role played by a manager in a business organization.
- 12. a. Explain the benefits of Planning.
(or)
b. How to formulate strategic planning?
- 13. a. Briefly explain the process of Organization.
(or)
b. Draw an Organization Chart and explain it.
- 14. a. Explain the functions of personal management.
(or)
b. Describe the principles of Direction.
- 15. a. Explain the characteristics of Control.
(or)
b. Distinguish between Coordination and Cooperation.

Part - C
Answer the following **5X12=60**
Answer should not exceed 800 words or two pages

- 16. a. Define Management and explain the process of it.
(or)
b. Describe the basic principles of Management.
- 17. a. Explain the various steps in Planning.
(or)
b. List the role played by a manager in a business organization.
- 18. a. Explain the principles of Organization.
(or)
b. Explain the merits and demerits of Functional Organization.
- 19. a. Describe the importance of Man Power Planning.
(or)
b. Explain the various Leadership Styles.
- 20. a. Explain the techniques of Control.
(or)
b. 'Coordination is not a distinct managerial functions and the exercise of each managerial function include coordination'. Discuss.
