

Seat No: _____

Enrolment No.: _____

PARUL UNIVERSITY
FACULTY OF SOCIAL WORK
MSW-HRM, Winter 2019-20 Examination

Semester: 1
Subject Code: 10202110
Subject Name: Principles of Management

Date: 23/11/2019
Time: 10:30 am to 01:00 pm
Total Marks: 60

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 A) MCQ/True or False/ Fill in the blanks. (Each of one marks) (10)

- 1 Directing means giving instructions, guiding, and counseling, motivating and leading the staff in an organization in doing work to achieve Organizational goals. **True or False**
- 2 Organization is a systematic arrangement of people to accomplish some specific purpose.
True or False
- 3 _____ Plans translate tactical plans into specific goals and actions for small units of organization and focus on the nearer term.
 - a. Strategic Plans
 - b. Operational plans
 - c. Tactical Plans
- 4 MBO is also known as _____.
 - a. Management by Organization
 - b. Management by Results
 - c. Management by Operations
- 5 _____ Plans are that which focus on the broad future of the organization and incorporate both external environment demands and internal resources into manager's action.
 - a. Strategic Plans
 - b. Operational plans
 - c. Tactical Plans
- 6 Leadership is not an art or a process of influencing the individuals for the attainment of the group objectives spontaneously." True or False.
- 7 Authority flows from bottom level to top level. **True or False.**
- 8 Sexual harassment is a part of common misconduct in organizations. **True or False.**
- 9 Organization is a science as well as art. **True or False.**
- 10 _____ is a process of choosing among alternative courses of action for the purpose of attaining a goal or goals.
 - a. planning
 - b. decision making
 - c. controlling
 - d. operating

Q.1 B) Explain the concept of management as an art or science. (05)

Q.2 A) Answer in one sentence. (Each of one marks) (10)

- 1 What is controlling?
- 2 What is contingent plan?
- 3 What is Directing?
- 4 What is Organization Chart?
- 5 What is MBO?
- 6 What is Social Responsibility?
- 7 Define organization.
- 8 State two limitations of planning.

9 State two types of control.

10 List types of plans.

Q.2 B) Define: (05)

1. Planning

2. Management

Q.3 A) Discuss principles of management in detail. (10)

OR

Q.3 A) State and explain the functions of Management. (10)

Q.3 B) A friend of yours wants to transfer to your division but he may not be the best qualified for the job. You do have an opening and the other person, whom you do not know, has applied. What do you do as a manager?- Discuss (05)

Q.4 A) State and explain various types of organization structure. (10)

Q.4 B) Discuss the concept of scientific management with its important characteristics. (05)

OR

Q.4 B) Write a short note on MBO. (05)