



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

Paper Code : HU601 PRINCIPLES OF MANAGEMENT

UPID : 006001

Time Allotted : 3 Hours

Full Marks : 70

The Figures in the margin indicate full marks.

Candidate are required to give their answers in their own words as far as practicable

Group-A (Very Short Answer Type Question)

1. Answer any ten of the following : [1 x 10 = 10]
- (I) Which of the following is not a third-party negotiator? a) Mentor/b) Mediator/c) Conciliator/d) Arbitrator.
 - (II) In Two Factor theory, "Salary" coming under maintenance factors, True/False.
 - (III) Free rein leadership is also known as Laissez-faire. True/False.
 - (IV) EOQ stands for _____.
 - (V) _____ is the last stage of communication process.
 - (VI) Inter-personal conflict takes place due to conflicts between groups. True/False.
 - (VII) The basis for 'ABC' analysis is _____.
 - (VIII) Coordination is considered as an important and separate function of management. True/False.
 - (IX) Choice in recruitment from external source is Restricted/Uncertain/Wider.
 - (X) For the purpose of achieving objectives of business it is necessary to have proper _____.
 - (XI) Reaching toward an objective or striving to meet a mission statement would fall into what part of management? -Planning/Directing/Controlling/Staffing.
 - (XII) The superior cannot assign duties to his subordinates unless he delegates _____ to them.

Group-B (Short Answer Type Question)

Answer any three of the following : [5 x 3 = 15]

2. Distinguish between recruitment and selection. [5]
3. Define decision making and discuss the different types of decisions. [5]
4. Define the terms: Authority, Responsibility, and Accountability? What are the sources of authority? [5]
5. What is functional conflict? [5]
6. Define groups and state the types of groups. Also outline the functions of informal groups. [5]

Group-C (Long Answer Type Question)

Answer any three of the following : [15 x 3 = 45]

7. (a) Define planning and logic of planning. [5]
(b) What are the importance and benefits of planning? [5]
(c) List the types of plans [5]
8. (a) Define motivation. What are the views of motivation? [7]
(b) Discuss the environmental factors that affect motivation. What are the three requisites necessary to create a motivating environment. [8]
9. (a) What is organizing? What are the principles of co-ordination? [8]
(b) What is delegation and what are the reasons for delegation? Explain the steps involved in delegation process. [7]
10. (a) What Is Recruitment? What are the types of recruitment? [5]
(b) What Is Selection? Explain the 6 Key Steps in the Recruitment and Selection Process. [10]
11. What the purpose of financial controls in an organization? Discuss the accounting ratios which are used in organizations. [15]

*** END OF PAPER ***