

*W(1st Sm.)-Principles of Management-
G/CC-1.2 Chg (C1HG)/CBCS*



Question Booklet Code – A

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PRINCIPLES OF MANAGEMENT — GENERAL

Paper : CC-1.2 Chg (C1HG)

Full Marks : 80

(A-9)

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27. _____ নেতৃত্ব সাধারণত সরকারি ব্যবস্থাপনায় দেখা যায়।
- (A) গণতান্ত্রিক (B) আমলাতান্ত্রিক
(C) অবাধ ও উদার (D) স্বৈরতান্ত্রিক।
28. দুইজন কার্যগত ব্যবস্থাপকের কার্যের সময়কে বলা হয় _____।
- (A) অনুভূমিক সময় (B) পূর্বাপর সময়
(C) বৃত্তাকার সময় (D) তির্যক সময়।
29. নিয়ন্ত্রণের প্রথম ধাপ হল _____।
- (A) প্রত্যাশিত কাজের মান স্থিরীকরণ (B) সম্পাদিত কাজের পরিমাপ
(C) সম্পাদিত কাজের তুলনামূলক মূল্যায়ন (D) সংশোধনমূলক ব্যবস্থাগ্রহণ।
30. _____ ঠিক করে সংগঠনের উদ্দেশ্যগুলি এবং সেই উদ্দেশ্য বা লক্ষ্যগুলি কীভাবে অর্জন করা সম্ভব।
- (A) নেতৃত্ব (B) নিয়ন্ত্রণ
(C) সময় (D) সংগঠন।

[English Version]

The figures in the margin indicate full marks.

Group - A

Choose the correct option.

1×20

1. Management is concerned with
- (A) internal environment (B) external environment
(C) both internal and external environment (D) none of these.
2. Managerial skills involve
- (A) conceptual skills (B) human skills
(C) technical skills (D) all of these.

Please Turn Over

3. Forecasting helps in
 - (A) promotion of organisation
 - (B) establishment of new business
 - (C) proper utilisation of resources
 - (D) all of these.

4. Hawthorne Experiment was done by
 - (A) P. F. Drucker
 - (B) F. W. Taylor
 - (C) Elton Mayo
 - (D) Henri Fayol.

5. The oldest form of organisation structure is
 - (A) functional organisation
 - (B) staff organisation
 - (C) line organisation
 - (D) line and staff organisation.

6. The principles of management are
 - (A) universal
 - (B) rigid
 - (C) absolute laws
 - (D) static.

7. Among the following which one is not recognised as an element of planning?
 - (A) Economy
 - (B) Objective
 - (C) Programme
 - (D) Strategy.

8. The second important function of management is
 - (A) planning
 - (B) organising
 - (C) directing
 - (D) controlling.

9. Which one of the following is not considered a basis of departmentation?
 - (A) Functional departmentation
 - (B) Processwise departmentation
 - (C) Departmentation by territory
 - (D) Coordinationwise departmentation.

10. Importance of staffing includes
 - (A) key to all functions
 - (B) successful operations
 - (C) human resource planning
 - (D) all of these.

11. Directing does not include
 - (A) Scrutiny of application
 - (B) Harmony of objectives
 - (C) Unity of command
 - (D) Direct supervision.

12. Abraham Maslow's Hierarchy of Needs Theory is classified into
(A) two levels (B) three levels
(C) four levels (D) five levels.
13. Which of the following is not a type of planning on the basis of importance?
(A) Basic Planning (B) Short-term Planning
(C) Derivative Planning (D) Master Planning.
14. Who introduced the concept of 'Functional Organisation Structure'?
(A) Henri Fayol (B) E. Peterson
(C) P. F. Drucker (D) F. W. Taylor.
15. Theory X and Theory Y was introduced by
(A) Maslow (B) Fayol
(C) Taylor (D) McGregor.
16. Planning is related to
(A) past (B) present
(C) future (D) none of these.
17. The directing function does not include
(A) leadership (B) delegation of authority
(C) motivation (D) communication.
18. The highest level of need in Maslow's theory is
(A) security need (B) social need
(C) self-actualisation need (D) esteem need.
19. A leader must have
(A) good personality (B) initiative
(C) dynamic attitude (D) all of these.
20. Controlling function is a
(A) continuous process (B) dynamic process
(C) action-oriented process (D) all of these.

Group - B

Choose the correct option.

2×30

1. _____ is about deciding in advance what should be done.
(A) Controlling (B) Planning
(C) Organising (D) Directing.
2. Henri Fayol is known as _____.
(A) the father of capital management (B) the father of scientific management
(C) the father of administrative management (D) all of these.
3. _____ is not one of the principles of management.
(A) Division of labour (B) Authority and responsibility
(C) Unity of command (D) Ethical responsibilities.
4. _____ is not an element of delegation.
(A) Leadership (B) Authority
(C) Responsibility (D) Accountability.
5. The organisation which is created officially is _____.
(A) functional organisation (B) formal organisation
(C) informal organisation (D) line organisation.
6. Managerial skills apply to the managers at _____ in an organisation.
(A) lower level (B) middle level
(C) top level (D) all levels.
7. 'Continuum Leadership Theory' was invented by _____.
(A) Tannenbaum and Schmidt (B) F. W. Taylor
(C) G. Terry (D) Koontz and O'Donnell.
8. A sound plan is always _____.
(A) flexible (B) time consuming
(C) costly (D) none of these.

9. Corporate planning is a part of _____.
- (A) organising (B) controlling
(C) corporate strategy (D) directing.
10. Directing involves _____.
- (A) upward flow (B) downward flow
(C) horizontal flow (D) vertical flow.
11. Motivation is a _____ process.
- (A) managerial (B) psychological
(C) physical (D) financial.
12. _____ is not a tool of control.
- (A) Ratio analysis (B) Break-even analysis
(C) Sales forecasting (D) Budgetary control.
13. Theory Y favours _____ leadership.
- (A) democratic (B) autocratic
(C) bureaucratic (D) free rein.
14. Responsibility must be accompanied by _____.
- (A) manpower (B) authority
(C) incentives (D) promotion.
15. Grouping of activities on the basis of functions is done by _____.
- (A) formal organisation (B) informal organisation
(C) line organisation (D) functional organisation.
16. Delegation of authority from top level to lower level is known as _____.
- (A) planning (B) coordinating
(C) centralisation (D) decentralisation.
17. _____ is not a part of staffing.
- (A) Recruitment (B) Placement
(C) Development (D) Advertisement.

18. _____ is the essence of management.
- (A) Coordination (B) Control
(C) Direction (D) Planning.
19. Management is regarded as a _____.
- (A) pure science (B) social science
(C) political science (D) none of these.
20. _____ is the set of activities for obtaining the right person at the right time.
- (A) Advertisement (B) Placement
(C) Staffing (D) Training.
21. The letters 'CO' of the word 'PODSCORB' stands for _____.
- (A) coordination (B) control
(C) cooperation (D) centralisation.
22. _____ is regarded as the father of Human Relation Approach.
- (A) Elton Mayo (B) Mary Parker Follett
(C) Max Weber (D) Henri Fayol.
23. Which is not a feature of planning?
- (A) Future-oriented (B) To look back
(C) Objectivity (D) Economy.
24. Planning should be
- (A) accurate (B) proper
(C) correct and precise (D) all of these.
25. The limitations of planning is/are
- (A) External Inflexibilities (B) Time Consuming
(C) Internal Inflexibilities (D) All of these.
26. According to Koontz and O'Donnell, _____ is a complex function.
- (A) directing (B) planning
(C) organising (D) staffing.

27. _____ leadership is generally seen in government management.
- (A) Democratic (B) Bureaucratic
(C) Laissez-faire (D) Autocratic.
28. Coordination between activities of two functional managers is known as _____.
- (A) horizontal coordination (B) vertical coordination
(C) circular coordination (D) diagonal coordination.
29. The first step of control is _____.
- (A) fixation of standards (B) measurement of performance
(C) comparative appraisal of performance (D) corrective measures.
30. _____ determines the objectives of the organisation and how the objectives or goals can be achieved.
- (A) Leadership (B) Controlling
(C) Coordination (D) Organising.
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