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(FOR THE CANDIDATES ADMITTED

SUBJECT CODE **23 UPA 103**

DURING THE ACADEMIC YEAR 2023

ONLY)

REG.NO. :

**N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI**

**END-OF-SEMESTER EXAMINATIONS : NOVEMBER - 2023**

**B.Com P.A**

**MAXIMUM MARKS: 75**

**SEMESTER I**

**TIME : 3 HOURS**

**PART - III**

**PRINCIPLES OF MANAGEMENT**

**SECTION – A**

**(10 X 1 = 10 MARKS)**

**ANSWER THE FOLLOWING QUESTIONS.(K1)**

1. Henri Fayol is known as

- (a) Father of Scientific management                      (b) Father of Shop floor management  
(c) Father of General management                      (d) All of these

2. Planning is the \_\_\_\_\_.

- (a) Primary/First function of the manager                      (b) Both a) and d)  
(c) None of the options are correct                      (d)The last function of the manager

3. The form of organisation known for giving rise to rumours is called\_\_\_\_\_.

- (a) Decentralised organization                      (b) Formal organisation  
(c) Centralised organization                      (d) Informal organisation

4. Which of the following is not concerned with staffing?

- (a) Recruitment                      (b) Selection  
(c) Training                      (d) Publicity

5. \_\_\_\_\_ is the process of guiding the efforts of employees to accomplish the desired goal.

- (a) Supervision                      (b) Directing  
(c) Controlling                      (d) Motivating

**ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES**

**(K2)**

6. Define the term Management.

7. What do you mean by Decision Making?

8. What is centralization?

9. Define the term “Promotion”.

10. Who is a Leader?

**(COND..2)**

**SECTION – B**

**(5 X 5 = 25 MARKS)**

**ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.**

11. a) State the Level of Management **(K3)**  
**(OR)**  
b) Examine the Functions of Management.
12. a) Describe the Nature of planning.  
**(OR)**  
b) Assess the Decision making style.
13. a) Explain the Nature of organization.  
**(OR)**  
b) State the importance of Decentralization of Authority.
14. a) Explain the Importance of Staffing.  
**(OR)**  
b) Discuss the 360 degree feedback in performance appraisal.
15. a) Mention the Barriers of Communications.  
**(OR)**  
b) Illustrate the Characteristics of Control

**SECTION – C**

**(5 X 8 = 40 MARKS)**

**ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.**

16. a) Enumerate the nature and scope of Management **(K4/K5)**  
**(OR)**  
b) Explain the duties and responsibilities of Manager.
17. a) Discuss the Process of planning.  
**(OR)**  
b) Examine the characteristics of Decision making.
18. a) Enumerate the Steps involved in Organization process.  
**(OR)**  
b) Determine the advantages and disadvantages of decentralization.
19. a) Describe the steps of Selection Process.  
**(OR)**  
b) Discuss the Methods of Performance appraisal.
20. a) Classify the types of Directing.  
**(OR)**  
b) Examine the characteristics of control

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