

B.T.S. DEGREE (C.B.C.S.S.) EXAMINATION, MARCH 2015**Fourth Semester****Common Core Course 4—PRINCIPLES OF MANAGEMENT**

(Prior to 2013 Admissions)

Time : Three Hours

Maximum Weight : 25

Part A*Answer all questions.**Each bunch of four questions carries a weight of 1.***Bunch I**

1. Management is the ——— of getting things done through others.
2. ——— is the primary function of management.
3. In a line organisation authority flows ———.
4. Managerial functions ends in ———.

Bunch II

5. Expand PERT.
6. Who is a free-rein leader ?
7. What is Vestibule training ?
8. What is staffing ?

Bunch III

9. What is administration ?
10. Who propounded hierarchy theory of needs ?
11. What is meant of division of work ?
12. Define Time Study.

Bunch IV

13. What is scalar chain ?
14. What is authority ?
15. Define planning.
16. Who are "Staff officers" ?

(4 × 1 = 4)

Turn over

Part B

*Answer any five questions.
Each question carries a weight of 1.*

17. Define Decentralisation.
18. Name any *two* internal sources of recruitment.
19. Define Motivation.
20. Mention any two qualities of a good leader.
21. What do you mean by informal communication ?
22. Define break-even point.
23. Who are middle level managers ?
24. What is standardisation ?

(5 × 1 = 5)

Part C

*Answer any four questions.
Each question carries a weight of 2.*

25. What is management by objectives ?
26. Explain the characteristics of good planning.
27. Bring out the important elements of Herzberg's motivation theory.
28. Distinguish between delegation and decentralisation.
29. What are the most suitable external sources for recruitment for middle and top level positions ?
30. "Leaders are born not made." Comment.

(4 × 2 = 8)

Part D

*Answer any two questions.
Each question carries a weight of 4.*

31. Define "Organizing as a management function." How does it affect the orderly operations of the organisation ?
32. "Co-ordination is the essence of management." Explain.
33. Write notes on :
 - (a) Management by exception.
 - (b) Line and Staff organisation.
 - (c) Job enlargement and Job enrichment.
 - (d) Scientific Management.

(2 × 4 = 8)