# Krishna Kanta Handiqui State Open University

## PGDHRM 1st Sem. Examination, 2016

## Paper : 01

## Elements of Management

*Time : 3 Hrs.* *Full Marks : 80*

1. Answer *any five* from the following questions. 2×5 = 10
(each within 50 words)
   (a) What is staffing?
   (b) State two importance of planning.
   (c) What is span of control?
   (d) What is departmentation?
   (e) State any two functions of directing.
   (f) What is non budgetary control technique?

2. Answer *any three* from the following questions. 4×3 = 12
(each within 150 words)
   (a) Discuss different levels of management.
   (b) What is planning ? Discuss different types of planning.
   (c) Discuss any four principles of organisation.
   (d) Write a short note on 'Orientation'.

3. Answer *any three* from the following questions. 6×3 = 18
(each within 250 words)
   (a) Explain any six principles of departmentation.
   (b) Write short note on recruitment process.
   (c) What is direction? Discuss the importance of direction.
   (d) Write short note on 'Management by exception'.