No. of Printed Pages—2

06 (EM)

[17-HDGKACRM-M1]

PG DHRM 1st Semester Exam., 2017

ELEMENTS OF MANAGEMENT

(PGDHRM—01)

Full Marks : 80

Time : 3 hours

The figures in the margin indicate full marks for the questions

1. Answer any *five* from the following questions (each within *50* words) : 2×5=10

(a) Define the concept of 'Management'.

(b) State any two features of planning.

(c) State any two advantages of line organisation.

(d) State two organisational factors which influence the span of management.

(e) State two points of importance of staffing in an organisation.

(f) Define the concept of 'Direction'.

2. Answer any *three* from the following questions (each within *150* words) : 4×3=12

(a) Write a note on 'management by exception'. Mention two benefits of management by exception. 2+2

(b) Discuss any four characteristics of Management. 4

(c) Define planning. Discuss the three different types of planning. 1+3

(d) Discuss 'project organisation' with its merits and demerits. 2+2

3. Answer any *three* from the following questions (each within *250* words) : 6×3=18

(a) Explain any six principles of departmentation. 6

(b) Write a short note on describing the need of orientation in an organisation. 6

(c) Discuss the different levels of Management with a diagram. 2+2+2

(d) Why planning fails? Discuss the limitations of planning. 1+5

4. Answer any *four* from the following questions (each within *500* words) : 10×4=40

(a) Write short notes on : 5+5

(i) Line and staff organisation

(ii) Matrix organisation

(b) Write short notes on : 5+5

(i) Departmentation by product

(ii) Recruitment

(c) Discuss the concept of 'supervision'. Explain in brief the role of a supervisor. 2+8

(d) Discuss the various steps involved in control process. 10

(e) Why is selection process important in an organisation? Discuss the various steps involved in the process of selection. 4+6

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