[18–HRGPKAC–M1S]

PGDHRM 1st Semester Exam., 2018

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) Distinguish between concurrent control and feed forward control.

(b) Mention two types of plans.

(c) Mention two merits of matrix organization.

(d) State two principles of departmentation.

(e) Define human resource planning.

(f) Give two examples of nonbudgetary control techniques.

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

(a) Distinguish between administration and management.

(b) Mention the limitations of planning.

(c) Describe the importance of direction.

(d) State two merits and two demerits of line organization.

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

(a) State the features of planning.

(b) Describe the importance of organizing.

(c) Distinguish between recruitment and selection.

(d) Describe the benefits of management by exception.

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

(a) Describe the characteristics of management.

(b) Describe the different types of organizational structure.

(c) Describe the factors which determine the span of management.

(d) Discuss the functions of a supervisor.

(e) Describe the steps in control process.

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