No. of Printed Pages—2

6 (EM)

[19-HBPGKOW-M1S(O) 20M]

PGDHRM 1st Semester (Old) Exam., 2019 (W)

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 in around *50* words) : 2×5=10

(a) State two features of planning.

(b) State the concept of organizing.

(c) Mention two points regarding importance of staffing.

(d) Mention two benefits of orientation programme.

(e) State the concept of management by exception.

(f) Give two examples of non-budgetary control technique.

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

(a) State any four characteristics of management (based on the definition of management).

(b) Distinguish between administration and management.

(c) Distinguish between corporate planning and functional planning.

(d) Mention the measures followed by modern organizations for selection of right type of persons.

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

(a) Discuss the scope of management.

(b) Discuss the limitations of planning.

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

(d) Describe the steps in control process.

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

(a) Discuss the evolution of management thought.

(b) Explain the principles of organizing.

(c) Describe the bases of department.

(d) Discuss the role of a supervisor in an organization.

(e) Write short notes on the following : 5+5=10

(i) Matrix organization

(ii) Line and staff organization

★★★