



UA-3520
First Year B. B. A. (Sem. II) Examination
March/April - 2012
Principles of Management : Paper - II

Time : Hours]

[Total Marks : 70

Instructions :

(1)

<p>नीचे दृशविले निशानीवाणी विगतो उत्तरवही पर अवश्य लभवी. Fillup strictly the details of signs on your answer book.</p> <p>Name of the Examination : F. Y. B. B. A. (Sem. 2)</p> <p>Name of the Subject : Principles of Management - 2</p> <p>Subject Code No. : 3 5 2 0 Section No. (1, 2,.....) : NIL</p>	<p>Seat No. : <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center; width: 100%;">Student's Signature</div>
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- (2) All questions are compulsory.
(3) Figures to the right indicate marks.

- 1 Answer question briefly : 10
- (1) Explain importance and necessity of getting application blank filled by candidates of selection process.
- (2) Explain the term "span of control".
- (3) Explain the term "zero based budgeting".
- (4) List various techniques of co-ordination.
- (5) Give the list of skills required by a good supervisor.
- 2 List out the various sources of recruitment. Explain the internal sources in detail. 10
- OR**
- 2 Draw the block diagram showing the selection process. Explain each step in details. 10
- 3 Differentiate between direction and supervision, Explain measures of effective supervision in details. 10
- OR**
- 3 Explain various techniques of co-ordination ? 10

- 4 Define control and explain its importance. How it is related to planning ? 10

OR

- 4 Explain the various methods to overcome resistance against control ? 10

- 5 Explain various leadership styles. 10

OR

- 5 Explain the importance of training to employees and organizations ? 10

- 6 Explain following control techniques : 10
(i) Break-even analysis
(ii) Responsibility accounting.

OR

- 6 What do you mean by Budgeting control ? Explain different types of Budgets in brief. 10

- 7 Case study : 10

Read the following case-study and give the answers to the question given below.

Vivekananda college of science and commerce is having a vacancy for the post of principal. His duty is to take decision regarding the management of day to day affairs of the college and to decide upon the various policies related to the function of the college, he is also responsible for the appointment of teaching and non-teaching staff. His job is to look after the administration function of the college with in the guidelines issued by the university and the college management and to report to them.

Three candidates have been short-listed for the post. The first one is a fresh post-graduate with an additional degree of M.B.A. with specialisation in HR. The second candidate is a post-graduate with 3 years of experience in the similar capacity at another science college. The third candidate is also a post-graduate. Who has completed all his education in a foreign country and has worked at various administrative positions for last four Years in a management school in US.

If you are there in the panel of selection committee which candidate would you select. Give reason for your choice for selecting one and rejecting the other two.