

**MA PUBLIC ADMINISTRATION
THIRD SEMESTER
PRINCIPLES OF MANAGEMENT
MPA-302**

Duration: 3 Hrs.

Marks: 70

PART : A (OBJECTIVE) = 20
PART : B (DESCRIPTIVE) = 50

[PART-B : Descriptive]

Duration: 2 Hrs. 40 Mins.

Marks: 50

[Answer question no. One (1) & any four (4) from the rest]

1. Write the process of communication. Describe its importance in the management process of an organization. (4+6=10)
2. Define management. Engrave the process of management. (3+7=10)
3. Write the characteristics of decision-making. Elucidate the usefulness of decision-making in the management process of an enterprise. (4+6=10)
4. Elaborately describe the impact of behavioural theory in the management of an organization. (10)
5. State four characteristics of management. "Administration is a part of management". Justify the statement. (2+8=10)
6. Explain four merits and demerits of planning. State the key elements of Strategy for the management process. (8+2=10)
7. Give a critical assessment of the contingency management theory. (10)
8. What is leadership? Explain the trait approach to leadership. (10)

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[PART-A : Objective]

Choose the correct answer from the following:

1×20=20

1. "Management is the art and science of decision making and leadership", said by_____.
 - a. D. J. Clough
 - b. G. Terry
 - c. J. D. Millett
 - d. Hudson
2. In the Top Level Management of an organization, administration is for_____.
 - a. Thinking Function.
 - b. Doing Function.
 - c. Implementing Function.
 - d. None of the above.
3. Modern Theory is also known as:
 - a. Contingency Theory.
 - b. Systems Theory.
 - c. Social Action Theory.
 - d. Ecological Theory.
4. Divisional Heads, Departmental Managers and Junior Executives come under which level of Management?
 - a. Top Level of Management.
 - b. Middle Level of Management.
 - c. Lower Level of Management.
 - d. None of the above.
5. Which of the following statements are correct about the concept of system?
 - a) It is a unified whole having a number of sub-systems.
 - b) The sub-systems are independent of each other.
 - c) It has an identifiable boundary that separates it from the environment.
 - d) It is in constant interaction with the environment.

Select the correct codes:

- i a, b, c and d
- ii b, c and d
- iii a, c and d
- iv None of the above

6. The basic theme of Behavioural Theory is:
 - a. Inter-personal relations in organizations.
 - b. Managerial processes in organizations.
 - c. Decision-making in organizations.
 - d. Actual behaviour of persons and groups in organisations.
7. The foremost exponent of Behavioural Theory is:
 - a. C. I. Barnard
 - b. C. Argyris
 - c. H. Simon
 - d. A. Maslow
8. 'Administrative management' and 'Operative management' comes under which school of thought of management?
 - a. 1st School of Thought-Administration is a part of Management.
 - b. 2nd School of Thought- Administration and Management are similar.
 - c. 3rd School of Thought- Management and Administration are different.
 - d. None of the above.
9. The major contributors of Social Management Theory are:
 - a. Max Weber & R. Likert.
 - b. Maslow & E. Durkheim.
 - c. Both (a) & (b).
 - d. Only (a).
10. Which of the following statements are correct about the Contingency Theory?
 - a. Managerial actions are contingent upon certain actions outside the system or sub-system.
 - b. This theory rejects the universality of principles.
 - c. It focuses on the external environment of the system.
 - d. All of the above.
11. Which of the following approaches gave rise to Contingency Management Theory?
 - a. Behavioural Approach.
 - b. Classical Approach.
 - c. Systems Approach.
 - d. Human Relations Approach.
12. Mechanical and physical systems are_____.
 - a. Closed systems.
 - b. Open systems.
 - c. Both.
 - d. None of the above.
13. "A plan is a trap laid to capture the future", said by_____.
 - a. J. D. Millet
 - b. L. D. White
 - c. Allen
 - d. J. D. Mooney

14. Which of the following statements are true about decision-making?
- It is an act of determining a course of action.
 - It is related to all the traditional management functions.
 - It is synonymous with policy-making.
 - It is related to policy-making, but not synonymous.
15. How many steps has suggested for systematic planning by Hudson?
- Seven
 - Nine
 - Five
 - Six
16. Which of the following is/are the key elements of Strategy?
- Process & People.
 - Idea Generation.
 - Materials.
 - Both (a) & (b).
17. Downward Communication means:
- Superior to Subordinate communication.
 - Superior to Superior communication.
 - Subordinate to Superior communication.
 - None of the above.
18. The term 'motivation' is derived from_____.
- Scandinavian word.
 - Greek word.
 - Latin word.
 - Roman word.
19. Greatman Theory of Leadership is also known as:
- Behavioural Theory of Leadership.
 - Trait Theory of Leadership.
 - Situational Theory of Leadership.
 - None of the above.
20. The essence of communication is:
- Transmitting information.
 - Sharing information.
 - Imparting knowledge.
 - Sharing understanding.

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Course :

Semester : Roll No :

Enrollment No : Course code :

Course Title :

Session : 2017-18 Date :

Instructions / Guidelines

- The paper contains twenty (20) / ten (10) questions.
- Students shall tick (✓) the correct answer.
- No marks shall be given for overwrite / erasing.
- Students have to submit the Objective Part (Part-A) to the invigilator just after completion of the allotted time from the starting of examination.

Full Marks	Marks Obtained
20	

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Scrutinizer's Signature

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Examiner's Signature

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Invigilator's Signature