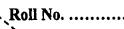
UNIVERSITY OF THE PUNJAB

Fourth Semester - 2018

Examination: B.S. 4 Years Programme



PAPER: Introduction to Management Course Code: MNG-211 / GEN-22140 Part - I (Compulsory)

TIME ALLOWED: 15 Mints. MAX. MARKS: 10

Attempt this Paper on this Question Sheet only.

<u>Please encircle the correct option. Each MCQ carries 1 Mark. This Paper will be collected</u> back after expiry of time limit mentioned above.

Q. 1) Encircle the correct option. Encircle only one option. Total Marks $10 \times 1 = 10$ Marks

- 1. How can organizational structures that are characterized by democratic and inclusive styles of management be described?
 - a. Hierarchical
 - b. Bureaucratic
 - c. Flat
 - d. Functional
- 2. Functional structures help to create....
 - a. teamwork
 - b. specialization
 - c. project work groups
 - d. multi-skilled employees
- 3. As what are key factors that reflect the situation of an organization referred to?
 - a. Processes
 - b. Administrations
 - c. Activities
 - d. Contingencies
- 4. Where can formal employee training and education take place?
 - a. Colleges
 - b. In the workplace
 - c. Training centres
 - d. All of the above
- 5. In what order do managers typically perform the managerial functions?
 - a. organizing, planning, controlling, leading
 - b. organizing, leading, planning, controlling
 - c. planning, organizing, leading, controlling
 - d. planning, organizing, controlling, leading

(P.T.O.)

- 6. What is a social enterprise concerned with?
 - a. Profit maximization
 - b. Maximizing market share
 - c. Providing public service
 - d. Running a business to create social benefits
- 7. What one of the following is not a key management skill in planning?
 - a. Conceptual skills
 - b. Analytical skills
 - c. IT and computing skills
 - d. Communication skills
- 8. Which one is not a recognised key skill of management?
 - a. Conceptual skills
 - b. Human skills
 - c. Technical skills
 - d. Writing skills
- 9. To what time-frame do strategic plans relate?
 - a. Long-term
 - b. Medium-term
 - c. Short-term
 - d. Unspecified time it takes to achieve an aim
- **10.** What is the term for organizational development through a formally designed organizational structure?
 - a. Organic
 - b. Mechanistic
 - c. Formal
 - d. Structured

UNIVERSITY OF THE PUNJAB



Fourth Semester - 2018 Examination: B.S. 4 Years Programme

PAPER: Introduction to Management Course Code: MNG-211 / GEN-22140 Part – II

Roll No	
• • • • • • • • • • • • • • • • • • • •	

TIME ALLOWED: 2 Hrs. & 45 Mints. MAX. MARKS: 50

Attempt this Paper on Separate Answer Sheet provided.

Q. 2)

Q. 3)

¥.

Questions with Short answers Marks: (4 x 5 = 20 Marks)

- 1. Define Planning & Controlling
- 2. Define Managerial training & Institutional Training
- 3. Define Policy making and its effects
- 4. Job Description and Job Responsibilities
- 5. Limits of Management

Part C Questions with Brief answers Marks: (10 x 3 = 30 Marks)

- 1. Define Management? Discuss management objective and functions in detail?
- 2. What is policy making? Explain in detail policy making process and its effects.
- 3. Define managerial training? Explain in detail the methods of training.