



# UNIVERSITY OF THE PUNJAB

Roll No. ....

Fourth Semester 2015  
Examination: B.S. 4 Years Programme

PAPER: Introduction to Management  
Course Code: MNG-211 /

TIME ALLOWED: 30 mins.  
MAX. MARKS: 10

*Attempt this Paper on this Question Sheet only.*

Note: Write your Roll. No. In space provided. Attempt all Questions.

Q.No.1. Encircle the most appropriate answer of the following: (10 Marks)

1. Arranging and structuring work to accomplish the organization's goals
  - (a) Organizing
  - (b) Leading
  - (c) Planning
  - (d) Controlling
2. Training is necessary for:
  - (a) New employees
  - (b) Existing employees
  - (c) Foreigner employees
  - (d) All of these
3. Fredrick w. Taylor has presented ..... principles of management:
  - (a) 4
  - (b) 7
  - (c) 14
  - (d) 12
4. Someone who works with and through other people by coordinating their work activities in order to accomplish goals is
  - (a) Manager
  - (b) Coordinator
  - (c) First-line manager
  - (d) CEO
5. Middle level managers are typically responsible for
  - (a) Business Strategy
  - (b) Corporate Strategy
  - (c) Functional
  - (d) All of these
6. Management function that involves motivating subordinates and influencing individuals or dealing with employee behavior is
  - (a) Planning
  - (b) Controlling
  - (c) Leading
  - (d) Organizing
7. Communication that takes place among employees on the same organizational level
  - (a) Diagonal Communication
  - (b) Formal Communication
  - (c) Upward Communication
  - (d) Lateral Communication
8. The ability of a manager to work with other people individually and in a group is
  - (a) Technical skills
  - (b) Human skills
  - (c) Conceptual skills
  - (d) Managerial skills
9. Managers have always had to deal with changes taking place inside and outside their organization that is why there is importance of
  - (a) Customers
  - (b) Innovation
  - (c) Invention
  - (d) All of above
10. Trait Theories have ..... Traits associated with leadership
  - (a) 7
  - (b) 4
  - (c) 14
  - (d) 6



# UNIVERSITY OF THE PUNJAB

Fourth Semester 2015

Examination: B.S. 4 Years Programme

Roll No. ....

**PAPER: Introduction to Management**

**TIME ALLOWED: 2 hrs. & 30 mins.**

**Course Code: MNG-211 /**

**MAX. MARKS: 50**

*Attempt this Paper on Separate Answer Sheet provided.*

**Note: Write your Roll. No. In space provided. Attempt all Questions.**

**Q.No.2 Define the following Terms:**

**(20 Marks)**

- a) Job Description
- b) What is meant by Equal Employment opportunity (EEO)
- c) Enlist five methods of training
- d) Define Motivation
- e) Define management and efficiency
- f) Define organizational culture
- g) Define external environment
- h) Define Leadership
- i) Define bounded rationality
- j) Define Planning

**Q.No.3**

**(10 Marks)**

Define Management by Objective (MBO)? Discuss in detail the implementation of MBO.

**Q.No.4**

**(10 Marks)**

What is policy making? Explain in detail policy making process and its effects.

**Q.No.5**

**(10 Marks)**

Define managerial training? Explain in detail the methods of training.