



UNIVERSITY OF THE PUNJAB

Fourth Semester - 2018

Examination: B.S. 4 Years Programme

Roll No.

PAPER: Introduction to Management

TIME ALLOWED: 15 Mints.

Course Code: MNG-211 / GEN-22140 Part – I (Compulsory)

MAX. MARKS: 10

Attempt this Paper on this Question Sheet only.

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

Q. 1) Encircle the correct option. Encircle only one option. Total Marks 10 x 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



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Fourth Semester - 2018

Examination: B.S. 4 Years Programme

Roll No.

PAPER: Introduction to Management

TIME ALLOWED: 2 Hrs. & 45 Mints.

Course Code: MNG-211 / GEN-22140 Part – II

MAX. MARKS: 50

Attempt this Paper on Separate Answer Sheet provided.

Q. 2)

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

Q. 3)

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.