


<b>Name:</b>	
<b>Enrolment No:</b>	
<b>SAP ID:</b>	

<b>UNIVERSITY OF PETROLEUM AND ENERGY STUDIES</b> <b>Online End Semester Examination, Jan 2021</b>	
<b>Course: Principles and Practices of Management</b> <b>Program: BBA LLB.</b> <b>Course Code: CLNL1006</b>	<b>Semester: I</b> <b>Time: 03 hrs.</b> <b>Max. Marks: 100</b>

**SECTION A**

**1. Each Question will carry 5 Marks**  
**2. Instruction: Select the correct answer.**

S. No.	Question	CO
Q 1	Planning process begins with A. Developing Premises B. Establishing Objectives C. Formulating derivative plans D. None of the above	<b>CO2</b>
Q 2	Which model of decision making assumes that managers have access to all the information needed to reach a decision.  A. Administrative model B. Classical Model C. Both of them D. None of them	<b>CO3</b>
Q 3	Which one of the following is not one of the element of directing  A. Responsibility B. Supervision C. Leadership D. Motivation	<b>CO2</b>
Q 4	Which of the following is the bases of departmentalization.  A. Functional B. Geographical C. Product D. All of the above	<b>CO3</b>
Q 5	What is the first step in the process of staffing.  A. Recruitment B. Selection C. Orientation D. Manpower planning	<b>CO2</b>

Q 6	Which one of the following is not an element of delegation.  A. Authority B. Accountability C. Responsibility D. None of the above	CO2
<b>SECTION B</b>		
<b>1. Each question will carry 10 marks</b> <b>2. Instruction: Write short / brief notes</b>		
Q 7	Describe Recruitment and its characteristics with suitable examples ?	CO1
Q 8	Through a light on different methods of forecasting. Support your answer with a suitable examples?	CO2
Q 9	Explain wide and narrow span of control with a suitable examples?	CO1
Q 10	Explain in detail the principles of directing?	CO2
Q 11	Describe MBO and its advantages to an organization?	CO1

<b>Section C</b>		
<b>1. Each Question carries 20 Marks.</b> <b>2. Attempt any one out of two.</b>		
Q 12	Decipher selection and the process of selection to be applied for staffing human resource in the organization. Support your answer with suitable example?  — or —  Explain <ul style="list-style-type: none"> <li>• What do you understand by authority and responsibility.</li> <li>• What are the features of authority and responsibility and</li> <li>• Differentiate between authority and responsibility</li> </ul>	CO4

