

Registration No :

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Total Number of Pages : 01

B.Tech  
PCP7H011

**7<sup>th</sup> Semester Regular/Back Examination 2019-20**  
**INTRODUCTION TO MANAGEMENT & FUNCTION**

**BRANCH : AEIE, AERO, AUTO, BIOMED, BIOTECH, CHEM, CIVIL, CSE, ECE, EEE, EIE, ELECTRICAL, ENV, ETC, FAT, IEE, IT, MANUFAC, MANUTECH, MECH, METTA, MINERAL, MINING, MME, PE, PLASTIC, PT, TEXTILE**

**Max Marks : 100**

**Time : 3 Hours**

**Q.CODE : HRB259**

**Answer Question No.1 (Part-1) which is compulsory, any EIGHT from Part-II and any TWO from Part-III.**

**The figures in the right hand margin indicate marks.**

**Part-I**

- Q1 Only Short Answer Type Questions (Answer All-10) (2 x 10)**
- a) What is strategic planning?
  - b) Define public organization.
  - c) What do you mean by Job Analysis?
  - d) What is Unity of command?
  - e) What competitive benchmarking?
  - f) Shortly describe the principle "science, not rule of thumb".
  - g) Write the features of Management in the Classical Period
  - h) What are the benefits of Departmentalization?
  - i) What is fair and minimum wage?
  - j) Why supervisors are the keystone of the organizations?

**Part-II**

- Q2 Only Focused-Short Answer Type Questions- (Answer Any Eight out of Twelve) (6 x 8)**
- a) Features of Modern management
  - b) Factors contributing to the effectiveness of planning
  - c) Delegation Process
  - d) Management by Exception
  - e) Requirement of Job specification and its features
  - f) Benefits of Centralization.
  - g) Factors affecting span of management
  - h) Principles of co-ordination
  - i) Significance of Departmentalization
  - j) 5-step Controlling process
  - k) Importance of Chain of command in organizations.
  - l) Distinguish between line and staff organization

**Part-III**

- Q3 Only Long Answer Type Questions (Answer Any Two out of Four) (16)**  
Describe the functions of Management neatly. Elaborate the Management Process with suitable diagram.
- Q4 (5+11)**  
Write the benefits of Planning. Discuss the types of planning and describe the strategic Planning process.
- Q5 (16)**  
Discuss the Principles of Organizing with a clear description. Design an ideal organization structure to achieve effectiveness.
- Q6 (16)**  
Mention the significance and need of Benchmarking. Discuss the types of Benchmarking with examples.