

**B.Sc. IN LEATHER GOODS AND ACCESSORIES
DESIGN (BSCLGAD)**

Term-End Examination

00331

December, 2017

BFW-055 : MANAGEMENT – I

Time : 3 hours

Maximum Marks : 70

Note : *There are three sections. All sections are compulsory.*

SECTION A

1. Fill in the correct option from the choices given below :

5×2=10

(a) One who gets things done through the efforts of others is known as _____ .

(i) Worker

(ii) Subordinate

(iii) Manager

(b) Inspiring and guiding people to work efficiently is known as _____ .

(i) Motivation

(ii) Decision-Making

(iii) Evaluation

- (c) The top-level management decides about the _____ for the organisation as a whole.
- (i) Gifts
 - (ii) Parties
 - (iii) Objectives
- (d) In any communication process there are two parties, namely, _____ and _____ .
- (i) Giver, Taker
 - (ii) Sender, Receiver
 - (iii) Lender, Borrower
- (e) _____ is the process of transmitting messages from one person to another.
- (i) Communication
 - (ii) Help
 - (iii) Guessing

2. Write *true* or *false* for the following statements :

5×2=10

- (a) Management is a science as well as an art.
- (b) The manager's job is to give orders and get work done by his subordinates.
- (c) The staffing function of management includes selection, placement and training of people who are employed.
- (d) Planning simply means thinking in advance to do something.
- (e) Every manager is not responsible for co-ordination of activities.

SECTION B

3. Match the Expressions in Column I with those in Column II : 5×2=10

<i>Column I</i>	<i>Column II</i>
(a) Employees need for food, clothing and shelter	(i) Self actualisation
(b) The desire for protection against accidents, sickness and their future uncertainties	(ii) Ego needs
(c) The need for belonging and acceptance by fellow workers	(iii) Basic needs
(d) People's desires to be considered important	(iv) Safety and security needs
(e) Employees wish to realize their ambition fully	(v) Social needs

4. Differentiate between any *two* of the following : 2×5=10

- (a) Formal and Informal Organisations
- (b) Upward and Downward Communication
- (c) Training and Development

SECTION C

5. Write short notes on any *two* of the following : $2 \times 5 = 10$
- (a) Levels of Management, with the help of a diagram
 - (b) Features of Planning
 - (c) Steps in Selection Procedure
6. Answer any *two* of the following : $2 \times 10 = 20$
- (a) What is Management ? Explain briefly all the functions of management.
 - (b) Explain in one line any ten scientific management principles of Henri Fayol.
 - (c) What are the different types of organisations ? Explain any three with diagrams.
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