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

Term-End Examination

00245

June, 2014

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 blanks with the correct option from the choices given below: *5×2=10*

    (a) _____ is the process of transmitting message from one person to other.

    (i)   Help

    (ii) Guessing

    (iii) Communication

    (b) Henry Fayol strongly felt that managers should be guided by _____ principles.

    (i)   14

    (ii) 15

    (iii) 16

(c) Management aims at getting _____ results with minimum efforts and cost.

    (i) goal directed

    (ii) monthly production

    (iii) quality products oriented

(d) Managers have to be good _____ .

    (i) subordinates

    (ii) workers

    (iii) leaders

(e) The top-level management decides about the _____ for the organisation as a whole.

    (i) gifts

    (ii) parties

    (iii) objectives

2. State whether the following statements are *True* or *False* :   *5×2=10*

(a) Planning simply means thinking in advance what should be done.

(b) Deciding to attach a tailoring unit at the cloth store.

(c) Every manager is not responsible for co-ordination of activities.

(d) The staffing function of management includes selection, placement and training of people who are employed.

(e) Sending a clerk to attend Staff Development Workshop.

SECTION B

3. Match the expression in Column I with Column II :   *5×2=10*

Column I	*Column II*
(i) The desire for protection against accident, sickness and other future uncertainties	(a) Basic needs
(ii) Employees wish to realize their ambition fully	(b) Ensuring that right type of persons are in the right positions
(iii) Employees' need for food, clothing and shelter	(c) Identification of activities and their distribution among departments
(iv) Staffing is	(d) Self-actualisation
(v) Organising is	(e) Safety and security needs

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

   (a) Training and Development

   (b) Upward and Downward communication

   (c) Line organisation and Functional organisation

   (d) On-the-job training methods and Off-the-job training methods

   (e) Planning and Controlling

SECTION C

5. Write short notes on any *two* of the following : *2×5=10*

   (a) Leadership qualities

   (b) Types of plans – Standing plans and Single use plans

   (c) Types of communication

6. Explain in detail, any *two* of the following : *2×10=20*

   (a) What are the different types of organisations ? Explain any three with diagrams.

   (b) Controlling function with suitable example.

   (c) Staffing function with suitable example.

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