

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

00196 Term-End Examination
June, 2016

BFW-055 : MANAGEMENT - I

Time : 3 hours

Maximum Marks : 70

Note : All questions are compulsory.

1. Fill in the blanks from the words given below.
Attempt any *ten*. *10×1=10*

(motivation, before, middle, maximum, first line,
goal directed, objectives, top, supervision,
communication, informal, hierarchy, future)

- (a) Management aims at getting _____
results with minimum efforts and cost.
- (b) Since management aims at achieving a
definite objective, it is called a _____
activity.
- (c) The top-level management decides about the
_____ for the organization as a whole.
- (d) Middle-level management is subordinate to
_____ level management and
lower-level management is subordinate to
_____ level management.
- (e) The ranks and positions of managers are
indicated by management _____.

- (f) Planning function is performed _____ all other functions of management.
- (g) Plans are made for _____ activities.
- (h) _____ is the process of transmitting message from one person to another.
- (i) Spreading rumours is a part of _____ communication.
- (j) _____ is seeing that subordinates perform the work as per instructions given to them.
- (k) Supervision is of great importance at the _____ management.
- (l) Inspiring people to work efficiently is known as _____ .

2. Given is a list of certain activities. Write the letter 'M' if the activity is a managerial task and 'N' if it is a non-managerial task. Give appropriate reason for your answers. 6×2=12

- (a) Taking an interview of flood victims for news.
- (b) Taking stock of goods lying unsold at the year end.
- (c) Deciding to attach a tailoring unit in the cloth store.
- (d) Sending a clerk to attend a staff development workshop.
- (e) Inspecting a restaurant to find whether it complies with state health laws.
- (f) Deciding to hire salesgirls in a boutique.

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

<i>Column (I)</i>	<i>Column (II)</i>
(i) Employee's needs for food, clothing and shelter	(a) Staffing
(ii) The desire for protection against accident, sickness and other future uncertainties	(b) Controlling
(iii) The need for belonging and acceptance by fellow workers	(c) Basic needs
(iv) Ensuring that right type of persons are in right position	(d) Safety and Security
(v) To confirm that plans are properly carried out	(e) Social needs

4. Differentiate between any *three* of the following : 3×3=9

- (a) Formal and Informal organizations
- (b) On-the-job training and Off-the-job training
- (c) Manager and Leader
- (d) Training and Development
- (e) Upward communication and Downward communication

5. Write short notes on any **three** of the following : 3×3=9

- (a) Levels of Management with a diagram
- (b) Features of Planning
- (c) Line authority, Staff authority and Functional authority
- (d) Upward, Downward and Horizontal communication

6. Answer any **four** of the following : 4×5=20

- (a) What is Management ? Explain briefly all the functions of management.
 - (b) What are the different types of organizations ? Explain any three with the help of a diagram.
 - (c) Explain in brief any ten management principles of Henry Fayol.
 - (d) Describe various steps in the Selection process.
 - (e) "Quality cannot be inspected, it has to be inbuilt within the system." Justify the statement with suitable examples.
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