



UNIVERSITY OF THE PUNJAB

Roll No.

Fourth Semester 2015
Examination: B.S. 4 Years Programme

PAPER: Introduction to Management
Course Code: MNG-211 /

TIME ALLOWED: 30 mins.
MAX. MARKS: 10

Attempt this Paper on this Question Sheet only.

Note: Write your Roll. No. In space provided. Attempt all Questions.

Q.No.1. Encircle the most appropriate answer of the following: (10 Marks)

1. Arranging and structuring work to accomplish the organization's goals
 - (a) Organizing
 - (b) Leading
 - (c) Planning
 - (d) Controlling
2. Training is necessary for:
 - (a) New employees
 - (b) Existing employees
 - (c) Foreigner employees
 - (d) All of these
3. Fredrick w. Taylor has presented principles of management:
 - (a) 4
 - (b) 7
 - (c) 14
 - (d) 12
4. Someone who works with and through other people by coordinating their work activities in order to accomplish goals is
 - (a) Manager
 - (b) Coordinator
 - (c) First-line manager
 - (d) CEO
5. Middle level managers are typically responsible for
 - (a) Business Strategy
 - (b) Corporate Strategy
 - (c) Functional
 - (d) All of these
6. Management function that involves motivating subordinates and influencing individuals or dealing with employee behavior is
 - (a) Planning
 - (b) Controlling
 - (c) Leading
 - (d) Organizing
7. Communication that takes place among employees on the same organizational level
 - (a) Diagonal Communication
 - (b) Formal Communication
 - (c) Upward Communication
 - (d) Lateral Communication
8. The ability of a manager to work with other people individually and in a group is
 - (a) Technical skills
 - (b) Human skills
 - (c) Conceptual skills
 - (d) Managerial skills
9. Managers have always had to deal with changes taking place inside and outside their organization that is why there is importance of
 - (a) Customers
 - (b) Innovation
 - (c) Invention
 - (d) All of above
10. Trait Theories have Traits associated with leadership
 - (a) 7
 - (b) 4
 - (c) 14
 - (d) 6



UNIVERSITY OF THE PUNJAB

Fourth Semester 2015
Examination: B.S. 4 Years Programme

Roll No.

PAPER: Introduction to Management
Course Code: MNG-211 /

TIME ALLOWED: 2 hrs. & 30 mins.
MAX. MARKS: 50

Attempt this Paper on Separate Answer Sheet provided.

Note: Write your Roll. No. In space provided. Attempt all Questions.

Q.No.2 Define the following Terms:

(20 Marks)

- Job Description
- What is meant by Equal Employment opportunity (EEO)
- Enlist five methods of training
- Define Motivation
- Define management and efficiency
- Define organizational culture
- Define external environment
- Define Leadership
- Define bounded rationality
- Define Planning

Q.No.3

(10 Marks)

Define Management by Objective (MBO)? Discuss in detail the implementation of MBO.

Q.No.4

(10 Marks)

What is policy making? Explain in detail policy making process and its effects.

Q.No.5

(10 Marks)

Define managerial training? Explain in detail the methods of training.