

**SVKM's NMIMS**  
**NMIMS- GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION**

Programme: CBM

Examination: June 2015  
Subject: Introduction to Management  
Date: 15.06.2015

Term End Examination  
Marks: 70  
Time: 11.00 a.m. to 2.00 p.m.

Instructions:

**Candidates should read carefully the instructions printed on the question paper and on the cover of the Answer Book, which is provided for their use.**

NB:

1. Answer to each new question to be started on a fresh page.
2. Figure in brackets indicates full marks.

1. Write short notes (Any 2 out of 4) (Marks: 2\*5=10)

- a) Organizing
- b) Henry Fayol's principles of management
- c) MBO
- d) Line and staff organization

2. Write short notes on (Any 2 out of 5) (Marks: 2\*5=10)

- a) Principles of Coordination
- b) Kinds of decisions
- c) Human skill
- d) Controlling
- e) Internal recruitment

3. Attempt any 3 out of 5 (Marks: 3\*10=30)

- a) Describe the various types of planning.
- b) Explain the various steps in the process of decision making. Which is the most important step and why?
- c) What is an organization chart? Explain the uses and limitations of organization chart.
- d) Explain in detail the process of selection.
- e) Explain how eight disciplines have contributed to the development of organizational behavior.

4. Attempt both the questions (Marks 2\*10=20)

- a) Briefly explain the essential characteristics of leadership.
- b) Bring out the differences between leaders and managers.