

Name:	
Enrolment No:	

UNIVERSITY OF PETROLEUM AND ENERGY STUDIES

End Semester Examination, May, 2019

Course: B.A., LL.B. (Hons.) Energy Laws/ B.A., LLB (Hons.) Criminal/Labour/Constitutional Laws

Semester: II CC:CLNL1018

Programme: Principles and Practices of Management

Time: 03 hrs.

Max. Marks: 100

Instructions:

SECTION A	10 Marks
Attempt all Questions	

Q1	Fill in the Blanks :	Marks	CO
I.	MBO is known as _____	1	CO1
II.	Organising function follows _____	1	CO1
III	In the process of Organising, management creates _____	1	CO1
IV	Heads of the Departments (HoDs) are included in which Level of Management _____	1	CO1
V	Job Specifications include _____	1	CO1
VI	Job Description or Job Profile includes _____	1	CO1
VII	One Person Company can be formed under _____ Act.	1	CO1
VIII	Management is a _____ activity	1	CO1
IX	Overall responsibility of survival, Policy making and welfare of the Organisation lies with _____	1	CO1
X	The Companies Act, 1956 is replaced by _____	1	CO1

SECTION B	20 marks
Attempt any 4 Questions out of the below 5. All Questions carry equal marks	

Q 2	Describe different levels of Management	5	CO2
Q 3	Discuss the advantages of Planning in management	5	CO2
Q 4	Describe various Inputs/Resources of Management	5	CO2
Q 5	Point out the importance of Organizing in an Organisation	5	CO2

Q 6	Is Management a Science or an Art?	5	CO2
SECTION C		20 marks	
Attempt any 2 Questions out of the below 3. All Questions carry equal marks			
Q 7	Differentiate between Departmentation by Functions and Departmentation by Territory	10	CO3
Q 8	Difference between Private Company & Public Company	10	CO3
Q 9	Discuss the difference between Formal and Informal Organizations	10	CO3
SECTION-D		50 marks	
Attempt both the Questions			
Q 10	As an Entrepreneur, you are going to start a Medium Scale E-commerce Industry. As a part of the Planning, explain your: Vision, Mission, Goal, Objectives and other important elements of Planning	25	CO4
Q 11	As H.R. Executive working in a Multi-National Company, you have been assigned the task of recruiting a Law Officer. Please draw Job Specifications, Job Description, Advertisement and explain the steps to be followed in the Selection Process	25	CO4

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Instructions:

SECTION A		10 Marks	
Attempt all Questions			
Q1	Fill in the Blanks :	Marks	CO
I.	The Conditions of work are depicted in the _____	1	CO1
II.	Economic Activities include _____	1	CO1
III	In the process of Organising, management creates _____	1	CO1
IV	Heads of the Departments (HoDs) are included in which Level of Management _____	1	CO1
V	Job Description or Job Profile includes _____	1	CO1
VI	Process of Planning involves _____	1	CO1
VII	One Person Company can be formed under _____ Act.	1	CO1
VIII	MBR stands for _____	1	CO1
IX	Overall responsibility of survival, Policy making and welfare of the Organisation lies with _____	1	CO1
X	The Companies Act, 2013 is administered by _____	1	CO1
SECTION B		20 marks	
Attempt any 4 Questions out of the below 5. All Questions carry equal marks			
Q 2	Describe the functions of a Leader	5	CO2
Q 3	Point out the limitations of Planning in management	5	CO2
Q 4	What are the different types of plans in the Planning	5	CO2
Q 5	Describe importance of Organizing in an Organisation	5	CO2
Q 6	Discuss the different levels of Management	5	CO2

SECTION C		20 marks	
Attempt any 2 Questions out of the below 3. All Questions carry equal marks			
Q 7	Differentiate between Job Description & Job Specifications	10	CO3
Q 8	Explain steps involved in the process of Planning in management.	10	CO3
Q 9	Explain the concept of Decentralization and its advantages.	10	CO3
SECTION-D		50 marks	
Attempt both the Questions			
Q 10	What are the different basis for Departmentation in the formal structure of the Organization? Explain any two of them in detail by drawing a diagrammatic representation of Organisation Structures.	25	CO4
Q 11	You are going to start a Medium Scale Industry dealing with online products. As an Entrepreneur, explain the following as a part of the Planning. Your : Vision, Mission, Goal, Objectives and other important elements of Planning	25	CO4