

**3 Yr. Degree/4 Yr. Honours 2nd Semester Examination, 2024**  
(under CCFUP of NEP 2020)

**Time: 1½ Hours Subject : ACCOUNTING & MANAGEMENT Full Marks: 40**

**Course: Multi/Interdisciplinary Course Code: COMM2031(MDC/IDC) Course Title : Fundamentals of Management**

Roll No.: ..... Registration No. .... of 20

**INSTRUCTIONS TO THE EXAMINEE**

1. The Question-cum-Answer Booklet comprised of 40 Questions and each Question carrying 1 (one) mark.
2. Each Question possesses 4 (four) Answer Options (A), (B), (C) and (D) of which only one option bears Correct Answer.
3. Completely darken the respective circle for your response as shown below—  
Correct method ● Wrong method (X) (O)
4. Each Correct Answer will be credited with 1 (One) Mark.
5. If an Examinee attempts more than one Option for a Question, the attempt will be considered as WRONG Answer.
6. No Mark will be deducted for attempting Wrong Answer or Incorrect attempts.
7. Only Blue/Black Ink Pen is to be used for Answering Question.
8. No Electronic Gadget (Calculator, Mobile Phone, Laptop, I-Pad, Camera etc.), Papers (Other than Admit Card) will be allowed inside the Examination Hall.
9. No Loose sheet will be provided for scribbling and No Paper is to be brought in this purpose. Any Examinee found with incriminating Documents in his/her possession— he/she will be Expelled.
10. All rough work must be done in the page provided in the Question-Answer-Booklet, and the said Page of the Booklet **must not be torn out.**
11. No Examinee will be allowed to leave the Examination Hall until an Hour has elapsed from the commencement of the Examination.
12. As per order of the Executive Council all Answer Scripts will be preserved for one year from the date of Publication of Results.

১. Question-cum-Answer Booklet-এ মোট ৪০টি প্রশ্ন আছে এবং প্রতিটি প্রশ্নের মান ১ (এক)।
২. প্রতিটি প্রশ্নের জন্য ৪ (চার)টি করে Option (A), (B), (C) এবং (D) থাকবে, এর মধ্যে একটি সঠিক উত্তর নির্দেশ করবে।
৩. সঠিক উত্তরের জন্য নির্দিষ্ট বৃত্তটিকে সম্পূর্ণ রূপে কালো করতে হবে তা নীচে দেখানো হল—  
সঠিক পদ্ধতি ● ভুল পদ্ধতি (X) (O)
৪. প্রতিটি সঠিক উত্তরের মান ১ (এক)।
৫. যদি কোনো পরীক্ষার্থী একটি প্রশ্নের একাধিক উত্তর দেয় তাহলে সেটি ভুল উত্তর হিসেবে গণ্য হবে।
৬. ভুল উত্তরের জন্য কোনো নম্বর বাদ যাবে না।
৭. উত্তর লেখার জন্য কেবলমাত্র নীল অথবা কালো কালির কলম ব্যবহার করা যাবে।
৮. পরীক্ষাকেন্দ্রের মধ্যে কোনো ইলেকট্রনিক্স যন্ত্রাদি (ক্যালকুলেটর, মোবাইল ফোন, ল্যাপটপ, আই-প্যাড, ক্যামেরা ইত্যাদি), কাগজ (কেবলমাত্র অ্যাডমিট কার্ড ছাড়া) নিয়ে প্রবেশ নিষেধ।
৯. হিজিবিজি বা রাফ লেখার জন্য কোনো বাড়তি কাগজ দেওয়া যাবে না এবং এই উদ্দেশ্যে কোনো কাগজ আনা যাবে না। কোনো পরীক্ষার্থীর কাছে নকল-এর মতো অপরাধমূলক কাগজ থাকলে সেই ছাত্র/ছাত্রীকে বহিষ্কার করা হবে।
১০. সমস্ত 'রাফ ওয়ার্ক' প্রশ্ন-উত্তর-পুস্তিকার সঙ্গে থাকা নির্দিষ্ট পাতাতেই করতে হবে এবং উত্তরপত্র জমা দেবার সময় পাতাটি ছিঁড়ে নেওয়া যাবে না।
১১. পরীক্ষা শুরু থেকে এক ঘণ্টা সময় অতিবাহিত না হলে কোনো পরীক্ষার্থী পরীক্ষার হল থেকে বের হতে পারবে না।
১২. বিশ্ববিদ্যালয় কর্ম সমিতি কর্তৃক গৃহীত সিদ্ধান্ত অনুসারে পরীক্ষার ফল প্রকাশের দিন থেকে এক বছরের জন্য উত্তরপত্র সংরক্ষিত থাকবে।

1. Which of the following is the primary focus of management?

- (A) Maximize shareholder value
- (B) Ensure employee satisfaction
- (C) Achieve organizational goals efficiently and effectively
- (D) Minimize costs

2. Technical skills are largely required at \_\_\_\_\_.

- (A) Top-level management
- (B) Middle-level management
- (C) Strategic-level management
- (D) Operational-level management

3. Which of the following is the main objective of scientific management?

- (A) Increase profits
- (B) Improve labour relations
- (C) Increase efficiency
- (D) Promote teamwork

4. The principle of 'unity of command' means \_\_\_\_\_.

- (A) a single plan of action
- (B) a single boss for each employee
- (C) centralized authority
- (D) a single organizational structure

5. Who is the proponent of 14 principles of management?

- (A) Max Weber
- (B) Peter Drucker
- (C) F.W. Taylor
- (D) Henry Fayol

6. Which of the following is correct?

- (A) Management functions are universally applicable to business organizations only.
- (B) Management functions are universally applicable to non-profit organizations only.
- (C) Management functions are universally applicable to government institutions only.
- (D) Management functions are universally applicable to all types of organizations.

7. Which of the following is a characteristic of management?

- (A) Tangible
- (B) Time-bound
- (C) Dynamic
- (D) Static

8. Which of the following is not a characteristic of management?

- (A) Universality
- (B) Intangible
- (C) Permanent
- (D) Goal-oriented

9. Which level of management is responsible for strategic planning?

- (A) Top-level
- (B) Middle-level
- (C) Lower-level
- (D) None of the above

10. The set of assumptions that are derived from forecasting the future and are used in planning is known as \_\_\_\_\_.

- (A) Company premises
- (B) Planning premises
- (C) Corporate premises
- (D) Business premises

11. Identify the type of plan from the following alternatives that outlines an organization's major goals and the broad steps needed to reach them.

- (A) Tactical plan
- (B) Operational plan
- (C) Strategic plan
- (D) Contingency plan

12. Which of the following is the main benefit of planning?

- (A) Increased rigidity
- (B) Decreased flexibility
- (C) Improved focus and direction
- (D) Reduced innovation

13. Which of the following is not considered as type of planning?

- (A) Strategic planning
- (B) Random planning
- (C) Tactical planning
- (D) Contingency planning

14. Which type of plan is used repeatedly in the future?

- (A) Single-use plan
- (B) Standing plan
- (C) Strategic plan
- (D) Tactical plan

15. Planning is \_\_\_\_\_.

- (A) forward-looking
- (B) backward-looking
- (C) neither forward nor backward-looking
- (D) irrelevant

16. Decision making in planning involves \_\_\_\_\_.

- (A) optimum utilisation of resources
- (B) implementing plans
- (C) selecting the best course of action
- (D) controlling resources

17. Find the limitation of planning from the following:

- (A) Flexibility
- (B) Precision
- (C) Time-consuming
- (D) Universality

18. A planning which is concerned with preparing for unexpected events is known as \_\_\_\_\_.

- (A) strategic planning
- (B) operational planning
- (C) tactical planning
- (D) contingency planning

19. The importance of planning lies in \_\_\_\_\_.

- (A) haphazard decision making
- (B) effective resource utilization
- (C) decreasing control
- (D) limiting creativity

20. Identify from the following which is not a step in the planning process.

- (A) Setting objectives
- (B) Developing premises
- (C) Staffing
- (D) Identifying alternatives

21. Line authority is \_\_\_\_\_.
- (A) advisory
  - (B) direct and command-based
  - (C) supportive
  - (D) functional
22. Which type of structure is more flexible?
- (A) Formal structure
  - (B) Informal structure
  - (C) Centralized structure
  - (D) Bureaucratic structure
23. Identify one of the following which is not a principle of organising.
- (A) Unity of command
  - (B) Scalar chain
  - (C) Division of work
  - (D) Personal bias
24. Identify one of the following which is an element of delegation.
- (A) Authority
  - (B) Motivation
  - (C) Planning
  - (D) Reporting
25. Which of the following refers to the process of distributing decision-making authority to lower levels in an organisation?
- (A) Centralisation
  - (B) Formalisation
  - (C) Decentralisation
  - (D) Specialisation
26. Which of the following organization structures clearly defines the lines of authority and channels of communication?
- (A) Formal structure
  - (B) Informal structure
  - (C) Flat structure
  - (D) Network structure
27. Staff authority is \_\_\_\_\_.
- (A) line authority
  - (B) advisory authority
  - (C) functional authority
  - (D) operational authority
28. Delegation of authority involves \_\_\_\_\_.
- (A) retaining all decision making powers
  - (B) passing on decision making authority to subordinate
  - (C) making all decisions independently
  - (D) avoiding responsibility
29. Which of the following is not a characteristic of a formal organisational structure?
- (A) Defined roles and responsibilities
  - (B) Established lines of authority
  - (C) Informal relationships
  - (D) Clear communication channels
30. Which of the following refers to span of management?
- (A) The hierarchy levels in an organisation
  - (B) The number of subordinates reporting to a manager
  - (C) The width of the organisation structure
  - (D) The overall size of the organisation

31. Staffing is concerned with \_\_\_\_\_.
- (A) planning
  - (B) recruiting and selecting employees
  - (C) controlling
  - (D) organising resources
32. Find from the following which is not a part of the staffing process:
- (A) Recruitment
  - (B) Selection
  - (C) Training and development
  - (D) Budgeting
33. Directing is concerned with \_\_\_\_\_.
- (A) planning
  - (B) leading and motivating employees
  - (C) organising
  - (D) budgeting
34. Which of the following is the main purpose of directing?
- (A) Set organisational goals
  - (B) Develop a strategic plan
  - (C) Guide and motivate employees to achieve goals
  - (D) Monitor financial performance
35. Which of the following is the highest level of needs in Maslow's hierarchy theory of motivation?
- (A) Safety needs
  - (B) Social needs
  - (C) Esteem needs
  - (D) Self-actualization needs
36. According to Herzberg, which of the following is a hygiene factor?
- (A) Achievement
  - (B) Recognition
  - (C) Salary
  - (D) Growth
37. Which of the following leadership style is characterized by complete control by the leader?
- (A) Democratic
  - (B) Autocratic
  - (C) Laissez-faire
  - (D) Transformational
38. Which of the following qualities should a good leader possess?
- (A) Dominance
  - (B) Integrity
  - (C) Arrogance
  - (D) Rigidity
39. A good control system should be \_\_\_\_\_.
- (A) rigid and inflexible
  - (B) costly and complex
  - (C) flexible and adaptable
  - (D) time-consuming and detailed
40. Which of the following is the final step in the controlling process?
- (A) Establishing standards
  - (B) Measuring performance
  - (C) Taking corrective actions
  - (D) Comparing performance with standards

Space for Rough Work

3 Yr. Degree/4 Yr. Honours Examination, 2021

(Under CUP of 1947-2020)

Time: 60 Hours Subject: ACCOUNTING & MANAGEMENT Full Marks: 40

Course: M.Com Interdisciplinary Course Code: CTEMED03H3MDC1003 Course Title: Fundamentals of Management

Roll No. \_\_\_\_\_ Registration No. \_\_\_\_\_ of 20

INSTRUCTIONS TO THE EXAMINEE

1. The Question paper consists of 20 Questions and each Question carries 1 mark.

2. Each Question presents 4 Marked Answer Options (A), (B), (C) and (D) of which only one option bears Correct Answer.

3. Candidates to be permitted to write the answers should be seated in the order of their Roll No.

Answer marked with  Wrong marked

4. Each Answer marked will be marked with 1 mark/Mark.

5. If an examinee answers Wrong, then the Option (the Question) if a correct will be considered as Wrong Answer.

6. OMRK will be returned for answering Wrong Answer - Answer Candidate.

7. Only immediate Ink Pen is to be used for answering Questions.

8. No Electronic Calculator (Electronic), Mobile Phone, Tapes, Paper, Carrying bag, Paper (other than admit Card) will be allowed during the Examination Hall.

9. No Loose sheet will be provided for writing and the Exam is to be brought in the proper way. Examinee must wear wristbanding whenever he/she is possessing - books will be checked.

10. All Rough work shall be done on the page provided in the Question Answer booklet and no other Page of the Booklet provided be used.

11. An examinee will be allowed to leave the Examination Hall only on hour after started from the commencement of the examination.

12. As per order of the Executive Council of Anna University will be preserved for one year from the date of Publication of Results.

1. Question mark Answer Booklet (A) (B) (C) (D) and mark the correct answer (1 mark)

2. Each Question presents 4 Marked Answer Options (A), (B), (C) and (D) of which only one option bears Correct Answer.

3. Candidates to be permitted to write the answers should be seated in the order of their Roll No.

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