

**Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur**  
**Directorate of Distance Education**  
**Professional / Technical 1st Semester January Session 2016-18**  
**Subject:- PGDFM**  
**Paper – I**  
**Model Paper (Full Marks – 70)**

**Management Concept and Practices**

1. Define management and describe its significance.
2. Describe the scope and nature of management.
3. What do you mean by management as a Profession?
4. Distinguish between management and administration.
5. What is management process? Describe the function of management.
6. What is scientific management? Discuss its characteristics and assumption.
7. Explain the system approach to management.
8. What is contingency approach of management? Discuss its characteristics.
9. Define planning. Discuss its types and importance.
10. Explain the steps involved in planning process.
11. What is span of management? Discuss the factors influencing span of management.
12. What do you mean by organization structure? Describe the factors determining it.
13. Explain the concept of 'line' and 'staff' authority. State the reasons for line and staff conflict.
14. What is project organization? Discuss its merits and demerits.
15. Discuss the process of delegation and principle of delegation.
16. Explain the various methods of recruitment.
17. What is training? Discuss the various methods of training.
18. Define 'Motivation'. Discuss its various characteristics.
19. Define 'Communication'. Describe its importance in industries and its main principles.
20. Write notes on :
  - (i) Selection
  - (ii) Control Process
  - (iii) Control Techniques
  - (iv) Matrix

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**Paper – II**  
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**Organization Behaviour and Communication**

1. Discuss the meaning and importance of organizational behaviour.
2. Explain the modern theories of organizational behaviour.
3. Define personality. State its characteristics.
4. Discuss the determinants of development of personality.
5. Define learning and discuss its various processes.
6. What is perception? Discuss the factors affecting perception.
7. Define attitude. State the characteristics.
8. What is group? Discuss the various types of group.
9. What is organization? Discuss its characteristics.
10. Discuss the behavioural view of good setting problems.
11. Explain the various types of goal and distinction between individual goals and organizational goals.
12. Discuss the various models of man.
13. Define motivation and describe its importance.
14. Describe Herzberg's two factor theory.
15. What is leadership? Discuss the functions of leadership.
16. Explain the various styles of leadership.
17. State the goal attainment approach of organizational effectiveness.
18. Describe the ecological impact on organizational effectiveness.
19. What is morale? Discuss the factors influencing morale.
20. Write short notes on the following:
  - (a) Effective Communication
  - (b) Barriers of Communication
  - (c) Organizational Climate
  - (d) Behavioural Approach of Organization Effectiveness

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**Paper – III**  
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**Management Accounting**

1. What is accounting? Discuss its scope and role.
2. Discuss the purpose of accounting information and accounting as an information system.
3. Describe the nature of accounting function.
4. Define management accounting. Discuss its functions of management accounting.
5. Distinguish between management accounting and financial accounting.
6. What do you mean by financial statements? Describe its nature and scope.
7. Explain the various tools of financial analysis.
8. What is ratio analysis? Discuss its advantages and limitations.
9. What is fund flow statement? Describe its uses and limitations.
10. What do you mean by cash flow statement? State its uses and limitations.
11. What is cost? Discuss the objectives and importance of cost accounting.
12. Explain the various elements of cost.
13. What is standard cost? Discuss its relationship with historical cost.
14. What is budgeting control: discuss its importance.
15. Discuss the budget as a tool of management control.
16. What is marginal costing? Explain its basic characteristics.
17. Sums relating its ratio analysis.
18. Sums relating to funds flow or cash flow statement.
19. Sums relating to variance analysis and marginal costing.
20. Sums relating to cost sheet and process costing.

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**Paper – IV**  
**Model Paper (Full Marks – 70)**

**Managerial Economics**

1. Define managerial economics. Discuss its characteristics.
2. Explain the nature and scope of managerial economics.
3. Distinguish between economics and managerial economics.
4. What do you mean by business firm? State its objectives.
5. Explain the profit concepts of a business firm.
6. What is demand? Explain demand schedule and demand curve.
7. What is meant by elasticity of demand? Describe about the determinant of elasticity of demand.
8. What is demand forecasting? Explain its types.
9. Explain the techniques of demand forecasting.
10. Describe various types of costs that are used in managerial decisions.
11. What is break-even-analysis? State its utility in managerial decision.
12. Explain the law of diminishing return.
13. Discuss the concept of law of return to scale.
14. What do you mean by perfect competition? Describe its features.
15. How is price determined under perfect completion?
16. What is monopoly? Discuss its characteristics.
17. Define price discrimination. Explain its conditions and techniques.
18. What is business cycle? Discuss its effects and remedies.
19. What is national income? Explain the methods of calculation of national income.
20. Write short notes on:
  - (i) Gross National Product
  - (ii) Oligopoly
  - (iii) Monopolistic Completion
  - (iv) Price Leadership

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**Paper – V**  
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**Quantitative Techniques**

1. Discuss the importance of quantitative techniques in managerial decision.
2. What points should be taken into account in the construction of graphs.
3. What is Histogramme? How is it constructed? State.
4. Explain frequency polygon, frequency curve and ogive.
5. How can mode be determined graphically? State.
6. What is average? What are essential merits of an ideal average?
7. what is meant by dispersion? How are the methods of computing dispersion?
8. What is meant by skewness? How does it differ from dispersion?
9. What are the moments? State the limitation and uses of moments.
10. Explain the term kurtosis. What purpose does it served?
11. Define correlation. Explain two methods of computing correlation.
12. What is index number? What point should be taken into consideration in the construction of income number?
13. Distinguish between correlation and regression and explain their utility.
14. Prove that union and intersection of set are commutative.
15. Define matrices and explain its types.
16. Sums relating to mean, mode and median.
17. Sums relating to dispersion, skewness and moments.
18. Sums relating to correlation and regression.
19. Sums relating to matrices and determinant.
20. Sums relation to set theory.