

BACHELOR OF BUSINESS ADMINISTRATION
First Semester
PRINCIPLES OF MANAGEMENT
(BBA- 02)

Duration: 3Hrs.

Full Marks: 70

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

1. Answer in brief (any *five*):

2×5=10

- a) "Management is neither a pure science nor a pure art." Comment.
- b) Mention two features of MBO.
- c) What is communication process?
- d) Write about societal objectives of an organization.
- e) Distinguish between authority and power.
- f) Draw tall & flat organization structure.
- g) What do you mean by span of control?

2. Answer the following questions (any *five*)

3×5=15

- a) Highlight the features of informal organization.
- b) Write on the nature of planning.
- c) Draw & explain different types of plans.
- d) Explain the differences between centralization & Decentralization.
- e) State three factors that influence the span of control.
- f) What are the basic limitations of interview?
- g) Mention the qualities of an effective leader.

3. Answer the following (any *five*)

5×5=25

- a) Discuss any ten characteristics of Management.
- b) What are the steps involving in the planning process?
- c) Discuss different approaches/ thoughts related to evolution of Management.
- d) Describe different types of power.
- e) Explain the advantages in the MBO process.
- f) Discuss the various styles of leadership.
- g) Describe different "Managerial Role".

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(The figures in the margin indicate full marks for the questions)

Duration: 20 minutes

Marks – 20

PART A- Objective Type

Choose the correct answer from the following:

1×20=20

1. F.W. Taylor is associated with which theory.

- (a) Classical Organization Theory
(b) Bureaucratic Management Theory
(c) Scientific Management Theory
(d) All the above

2. Which Principle of management states that the activities that have same objective should be directed by only one manager under one plan?

- (a) Unity of Command
(b) Unity of Direction
(c) Scalar Chain
(d) Authority and Responsibility

3. Management obey Objectives is a Contribution of

- (a) Henry Fayal
(b) F.W. Taylor
(c) Brawn Maslow
(d) Peter Creeker

4. A Plan of expected result expressed in memorial terms is known as

- (a) Project
(b) Strategy
(c) Policy
(d) Budget

5. The determination of specific performance goods jointly by the employees and their managers in the management system is called

- (a) Formulation of mission plan
(b) Management by Objectives
(c) Determination of operational good
(d) Fixation of objectives

6. Who advocated for eight specialist former over workers?

- (a) F.W. Taylor
(b) Peter Ducker
(c) Henri L Gantt
(d) Elton Mayo

7. Leadership is associated with which of the following skills of a manager.

- (a) Conceptual skill
(b) Interpersonal skill
(c) Political skill
(d) Technical skill

8. An organizational structure that groups similar occupational specialties together is known as.
- (a) Simple structure (b) Divisional structure
(c) Project structure (d) Functional structure
9. Which of the following is not within the formal process of communication?
- (a) Encoding (b) Interpreting (c) decoding (d) Feedback
10. Grapevine is a/an
- (a) Formal communicative (b) Lateral communicative
(c) Cross communicative (d) Informal communicative
11. Everything that goes to increase the role of a subordinate is indicated by
- (a) Decentralization (b) Delegation of Authority
(c) Centralization (d) Specialization
12. Among the barrier to effective Communication individual perception is identified as
- (a) Linguistic Barrier (b) Barrier on the part of the sender
(c) Barrier on the part of the recipient (d) Organizational Barrier
13. A plan which provides guidance to repeatedly performed action is called
- (a) Specific plan (b) standing plan
(c) Single-use plan (d) Directional plan
14. Leadership style associated with task oriented and relation oriented behavioral was developed by---
- (a) Blanchard (b) Freidler (c) Blake and Mouton (d) Argyis
15. Which one of these is not an internal source of recruitment?
- (a) Data Banks (b) Present employees
(c) Unsolicited applicants (d) advertisements
16. Which one of the following is not a constituent of a plan of action programmed?
- (a) Budget (b) Mission (c) Project (d) Programmer
17. Who among the following is not regarded as a thinker of the classical school of management?
- (a) F.W. Jaylor (b) Max Weber (c) A.H. Maslow (d) Henry Fayol
18. The principle of departmentation is helpful from the point of view of.
- (a) Product (b) Motivation (c) Compensation (d) Incentives
19. A pattern of interview which follows a pre-planned form to ask a series of questions
- (a) Structured interview (b) Un-structured interview
(c) Stress interview (d) Situational interview
20. The laissez-faire style of leadership refers to such leadership in which the leader.
- (a) Dictates work methods to employees
(b) Encourage participation of employees
(c) Gives freedom to employees to complete work as per their choice
(d) Become totally indifferent to employees needs.