

BBA
6TH SEMESTER
Management Development & Skills
BBA-28

Duration: 3 Hrs.

Marks: 70

{ PART : A (OBJECTIVE) = 20 }
{ PART : B (DESCRIPTIVE) = 50 }

[PART-B : Descriptive]

Duration: 2 Hrs. 40 Mins.

Marks: 50

[Answer question no. One (1) & any four (4) from the rest]

1. Explain the fourteen principles of Management that has given by Henry Fayol. 10
2. Define Management. Highlight the relationship between Managerial skill and levels of management. 2+8=10
3. Discuss the different types of Decision making and Plan. 5+5=10
4. Explain the principles of Scientific management and Contingency approach. 5+5=10
5. What do you mean by Recruitment? Mention the various sources of Recruitment. Discuss the relation between Planning and Controlling. 2+3+5
=10
6. Why Co-ordination is considered as an essence of Management? Discuss the Selection Process that normally followed by the organisation. 3+7=10
7. Define Authority. Explain the process of Manpower planning. 2+8=10
8. Discuss the different merits and demerits of Planning. Highlights some scopes of Organising. 6+4=10

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[PART-A : Objective]

Choose the correct answer from the following:

1X20=20

1. In which of the following factor the Management and Administration are different?
 a. Content
 b. Application
 c. Both Content and Application
 d. Neither Content nor Application
2. "Doing the right things" is the meaning of which of the following concept?
 a. Effectiveness
 b. Perfection
 c. Efficiency
 d. Correct
3. Which of the following skill is required at highest degree at the top level?
 a. Human skill
 b. Technical skill
 c. Conceptual skill
 d. Organising skill
4. "Top level Managers deal with strategic management" - state True or False.
 a. False
 b. True
5. Which of the following is known as Father of Modern Management Theory?
 a. Henri Fayol
 b. Elton Mayo
 c. F.W Taylor
 d. A. H Maslow
6. Planning is affected by which of the following factor?
 a. Direct-action environment
 b. Indirect -action environment
 c. Both a & b
 d. Neither a nor b

7. Which of the following plan is used to measure the performance of pre-determined targets against the actual one?
 a. Policies
 b. Standards
 c. Rules
 d. Strategies
8. Which of the following decision is based on pre-defined policies and rules?
 a. Programmed decision
 b. Non programmed decision
 c. Direct Decision
 d. Co-operative decision
9. Which of the following is highlighted by Organisational Chart?
 a. Leadership style
 b. Span of control
 c. Structure of relationship
 d. Motivational level
10. Which of the following defines the number of subordinates that a manager can manage efficiently?
 a. Unity of direction
 b. Span of control
 c. Unity of Command
 d. Power of leadership
11. Which of the following is correct with Large Sized groups?
 a. Decrease group cohesiveness
 b. Do not affect group cohesiveness
 c. Increases group cohesiveness
 d. Increases productivity
12. 1.Match the following:

List-I	List II
A. 14 principles of management	i. Max Webber
B. Time and Motion study	ii. Elton Mayo
C. Hawthorne experiment	iii. F. W Taylor
D. Bureaucracy	iv. Henry Fayol

 a. A-i, B-ii, C-iii, D-iv
 b. A-ii, B-iii, C-iv, D-i
 c. A-iv, B-iii, C-ii, D-i
 d. A-iii, B-iv, C-i, D-ii
13. With which type of communication the Gang Plank that given by Henry Fayol, is associated?
 a. Upward Communication
 b. Informal Communication
 c. Downward Communication
 d. Lateral communication



14. What does Unity of Command indicate?
 a. An employee should receive order from one superior
 b. Person giving command must have authority
 c. Unified command and control
 d. None of the above.
15. Management is multidisciplinary, so it includes knowledge from which of the following discipline?
 a. Psychology
 b. Science
 c. Economics
 d. All of the above
16. The concept of Management "Getting things done by other people" is described by which of the following Management Philosopher?
 a. F. W Taylor
 b. Robinson
 c. Henry Fayol
 d. Marry Parker Follett
17. Hawthorne Experiment is related to which of the following theory?
 a. System theory
 b. Scientific management theory
 c. Human relations theory
 d. All of the above.
18. Which of the following key ethical principle is followed in Management generally?
 a. Fulfilling commitment
 b. Caring and compassion
 c. Being accountable for decision
 d. All of the above
19. Which of the following is a single use plan?
 a. Budget
 b. Procedure
 c. Rule
 d. Policy
20. Which of the following factor determines decentralization of authority?
 a. Uniformity of policy
 b. Control techniques
 c. Desire for independence
 d. All of the above.

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Course :

Semester : Roll No :

Enrollment No : Course code :

Course Title :

Session : 2016-17 Date :

Instructions / Guidelines

- > The paper contains twenty (20) / ten (10) questions.
- > The student shall write the answer in the box where it is provided.
- > The student shall not overwrite / erase any answer and no mark shall be given for such act.
- > Hand over the question paper cum answer sheet (Objective) within the allotted time (20 minutes / 10 minutes) to the invigilator.

Full Marks	Marks Obtained	Remarks
20		

Scrutinizer's Signature

Examiner's Signature

Invigilator's Signature