

MASTER OF BUSINESS ADMINISTRATION
First Semester
PRINCIPALS AND PRACTICES OF MANAGEMENT
(MBA-01)

Duration: 3Hrs.

Full Marks: 70

Part-A (Objective) =20
Part-B (Descriptive)=50

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

1. Answer the following questions: (any *three*) 2×3=6
 - a) Formal Organization & Informal Organization
 - b) Short term plans & Long term plans.
 - c) Tall organization structure & Flat organization structure
 - d) Power & Authority.
2. Answer the following questions: (any *two*) 2×2=4
 - a) Decision theory Approach.
 - b) Social Objectives.
 - c) Process of Delegation of Authority.
3. Answer the following questions: (any *five*) 3×5=15
 - a) Write the advantages of Management of Objective (MBO).
 - b) Explain the Principles of Organizing.
 - c) Write the sequences of the Planning process.
 - d) Explain how managerial skills are related with the three levels of management.
 - e) Write on different sub-functions come under staffing.
 - f) Write three steps of Controlling process.
 - g) What do you understand by “barrier of communication”?
4. Answer the following questions: (any *five*) 5×5=25
 - a) Justify – “Management is not a pure or exact science, it is a kind of social science”.
 - b) Write ten different “Roles” of managers.
 - c) Explain the different steps of Planning Process.
 - d) Justify – “Flat organization structure is possible if employees are willing to take responsibilities”.

- e) "If staffing is proper, sudden shortage of HR does not take place". – Justify.
- f) Explain with the help of a diagram –"Control as a feedback system".
- g) Define 'Power'? Explain different types of power.

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

Duration: 20 minutes

Marks-20

PART A- Objective Type

I. Choose the correct options from the following:

1×15=15

1. The skill which is necessary to make plans, policy, decision, strategy etc is known as _____.
 - a. Human-relation skill
 - b. Technical skill
 - c. Conceptual skill
 - d. None of the above.
2. "Monitoring" function comes under _____ of a manager.
 - a. Inter-personal role
 - b. Informational role
 - c. Decisional role
 - d. None of the above.
3. When work is repetitive in nature, the span of control will be _____.
 - a. More
 - b. Less
 - c. None of the above
 - d. Both of the above.
4. The ability of a person to influence another person to perform an act is known as _____.
 - a. Authority
 - b. Power
 - c. Centralization
 - d. Decentralization.
5. "Delegation of Authority" is a principle of _____.
 - a. Plannin
 - b. Organizing
 - c. Staffing
 - d. Controlling
6. If type of work in the organization is routine & easy, a manager can have _____ span of control.
 - a. Less
 - b. More
 - c. Same
 - d. None of above
7. Which is not a long-term plan?
 - a. New product development
 - b. Major financing
 - c. Plant production facilitator
 - d. Material procurement
8. Which is not a type of "Plan"?
 - a. Mission
 - b. Strategies
 - c. Leadership
 - d. Programs
9. Which is not a type of Formal power?
 - a. Coercive Power
 - b. Reward Power.
 - c. Expert Power.
 - d. Legitimate Power.

10. Which is not a type of Control Technique?
 a. Budgeting b. Personal observation c. Promotion d. Special Report
11. Which sub-function does not come under Staffing?
 a. Selection b. Recruitment c. Performance Appraisal. d. Leadership
12. According to which approach –“Managerial Practice depends on the situation and what solution should be well match with the situation”.
 a. Contingency approach b. Operational approach
 c. Managerial Role approach d. Management Science approach
13. The right sequence of controlling process is-
 i. Take corrective action if deviation takes place.
 ii. Establish standard.
 iii. Measure current performance and compare with standard.
- Answer-
 a. 1→2→3 b. 2→3→1
 c. 3→2→1 d. 2→1→3.

14. Which are the different categories of management objective.
 i. Organizational objective. ii. Political objective
 iii. Personal objective iv. Social objective.

Answer-
 a. 1,2,4. b. 1,3,4
 c. 2,3,4. d. 1,2,4.

15. Which features of management support “Management as a Science”.
 i. It should have specific body of knowledge.
 ii. General principles are capable of universal applicable.
 iii. Improvement through continuous practice.
 iv. Establish cause & effect relationship.

Answer-
 a. 1,2,3. b. 2,3,4.
 c. 1,3,4. d. 1,2,4.

II. Find out whether the sentence is “true” or “false”.

1×5=5

1. “The organization where decision making takes place only at the top level, is known as Centralization. **True /False**
2. If sub-ordinates are well trained, an organization can have tall structure. **True /False**
3. “Controlling” of an organization can not work as a feedback system. **True /False**
4. “Result Oriented” is a characteristic of MBO. **True /False**
5. The right in a position to exercise discretion in making affecting Others are known as “Authority”. **True /False**