

**MASTER OF BUSINESS ADMINISTRATION
FOURTH SEMESTER
BASICS OF MANAGEMENT
MBA-407(MDC)**

Duration : 3 hrs.

Full Marks: 70

[PART-A: Objective]

Time : 20 min.

Marks : 20

Choose the correct answer from the following:

1X20=20

1. Who has defined function of management as POSDCORB
 - a. G.R. Terry
 - b. Luther Gullick
 - c. JB Say
 - d. J.A. Schumpeter
2. Importance of management:
 - a. It enables the organization to survive in changing environment.
 - b. It improves standard of living and increases the profit which is beneficial to business and society.
 - c. Management fills up various positions with right persons, having right skills, training and qualification.
 - d. All of the above
3. Which of the following statement is false?
 - a. Management can then well be described as a science albeit a variable one if compared with the nature of exact physical sciences.
 - b. We can have the same kind of experimentation in management as is possible in natural sciences.
 - c. Management has now a theoretical base with a number of principles relating to coordination, organization, decision-making and so on.
 - d. Management is a vital function concerned with all aspects of the working of an enterprise.
4. Management is -.....
 - a. Science
 - b. Art
 - c. Both science and art
 - d. History
5. Planning -
 - a. Involves identification and classification of activities of the enterprise
 - b. Involves choosing the proper course of action from among alternatives
 - c. Is based upon individual incentives rather than group incentives
 - d. Give employees fresh insights into their own personalities and it can also help them understand why others sometimes respond as they do.

6. Which of the following is not concerned with staffing?
- | | |
|----------------|--------------|
| a. Recruitment | b. Selection |
| c. Training | d. Publicity |
7. Grapevine is
- | | |
|--------------------------|-----------------------------|
| a. Formal communication | b. Informal communication |
| c. Lateral communication | d. Barrier to communication |
8. Which of the following is not an element of directing?
- | | |
|----------------|------------------|
| a. Supervision | b. Communication |
| c. Leadership | d. Inspection |
9. Which one of the following statements is not correct?
- | | |
|---|--|
| a. Management is a goal-oriented process. | b. Management is a continuous process. |
| c. Management is a dynamic process. | d. Management is a rigid process.? |
10. Coordination is
- | | |
|-------------------------------|------------------------------|
| a. a management function | b. the essence of management |
| c. an objective of management | d. a social objective. |
11. "Unity of Command " principle of effective direction means:
- | | |
|---|--|
| a. subordinates should be responsible to one superior | b. there should be unity amongst subordinates |
| c. there should be unity amongst superiors | d. a superior can supervise a limited number of subordinates |
12. Which of the following management functions are closely related?
- | | |
|--------------------------|-------------------------|
| a. staffing and control | b. planning and control |
| c. planning and staffing | d. Internet Model |
13. Identify the feature of co-ordination being highlighted in the given statement: "Coordination is not a one time function, it begins at the planning stage and continue till controlling."
- | | |
|---|--|
| a. Coordination ensures unity of action | b. Coordination is an all pervasive function |
| c. Coordination is a continuous process | d. Coordination is a deliberate function |
14. The element that aims at integrating group efforts to achieve group objectives is called ____
- | | |
|----------------|-----------------|
| a. Cooperation | b. Coordination |
| c. Management | d. Directing |

15. Planning is deciding in advance -

- (I) What is to be done?
- (II) How is to be done?
- (III) When it is to be done?
- (IV) Who has to do it?

Select the correct answer from the options given below -

- a. (I)
 - b. (I), (II),
 - c. (I), (II), (III)
 - d. (I), (II), (III), (IV)
16. Controlling involves:
- a. Harmonizing the work relations and efforts at all levels for common purpose.
 - b. Innovation because the manager not only adjusts his organization according to future conditions but also attempts to effect changes in these conditions.
 - c. Measurement of actual performance against the standard and recording deviations.
 - d. Issuing orders and instructions
17. Control -
- a. Is closely related to the planning job of the manager
 - b. Should not be viewed merely as a postmortem of past achievements and performance.
 - c. Should suggest corrective measures so that negative deviations may not re-occur in future.
 - d. All of the above
18. Which of the following function of management starts issuing orders and instructions to subordinates and ends with getting things done by satisfaction of various need of subordinates?
- a. Motivation
 - b. Directing
 - c. Forecasting
 - d. Staffing.
19. Organizing as a function of management involves -
- a. Determination of activities of the enterprise keeping in view its objectives
 - b. Laying down of suitable selection and placement procedures
 - c. Guiding, counselling and instructing the subordinates about the proper way of doing the job
 - d. Measurement of actual performance against the standard and recording deviations
20. Under what function of management, the relationship between different posts (positions) is explained?
- a. Planning
 - b. Communication
 - c. Organisation
 - d. Supervision

(PART-B : Descriptive)

a.

c. TIRS 40 MINS

Marks : 50

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

1. Define the Term management. Explain the characteristics of Management. Write any four Objectives of Management. 2+4+4=10
2. Explain the Roles of a manager. Describe the various Managerial Skills required by a manager. 5+5=10
3. Explain the Significance of management in today's world. Write any Five Limitations of Planning. 5+5=10
4. Write the meaning of planning. Explain the steps involved in Planning Process. Mention the various Type of Controlling. 2+5+3=10
5. What do you mean by Organising? Explain the Steps of Organising. 5+5=10
6. Describe the Objectives of Staffing also mention the Importance of Staffing in an organization. 5+5=10
7. Explain the Principles of directing. Describe the steps involved in the Process of Directing. 5+5=10
8. What do you mean by Coordination? Write any three Characteristics of Controlling. Elaborate the Steps of Controlling. 2+3+5=10

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