BACHELOR OF BUSINESS ADMINISTRATION
First Semester
Name of the Paper: Principle of Management
Paper Code: BBA-02

Duration: 3 Hrs.
Full Marks: 70

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.
Marks: 50

1. Answer any five from the following questions-
5×5=25

a) What do you understand by the word M.B.O.? Explain the benefits of M.B.O. for an organization.

b) What is Management Process? Explain different functions come under Management Process.

c) What is "Planning"? Explain the problems that an organization faces for doing "Planning".

d) What is "Span of Control"? Write ten factors that influence "Span of Control".

e) What is "Power"? Explain different types of "Positional Power".

f) Explain the difference between "A manager" and "A leader".

g) What are the different sources of "Recruitment"? Explain the internal factors that influence Recruitment.

2. Answer any five from the following questions-
3×5=15

a) Explain different types of "Plans".

b) Justify- "Management as a Science".

c) Briefly explain the Managerial Skills.

d) Write the steps of "Selection Process" of an organization

e) Briefly explain the characteristic of "Leadership Process".

f) Explain the "Importance of Control" in an organization.

g) Name different roles of a manager.

3. Write the differences (any two)   2×3=6

a) Line and Staff concept.

b) Centralization and Decentralization.

c) Formal and Informal communication.

d) Tall and Flat organization.

4. Write short notes of the following (any two)   2×2=4

a) Socio- technical System Approach.

b) Elements of Communication Process.

c) Delegation of Authority.

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(PART-A: Objective)

Duration: 20 minutes

Marks - 20

Choose the correct answer:

10 x 1 =10

1. Which management function comes after "planning" in management process?

   a. Staffing   b. Organizing   c. Controlling   d. Directing.

2. If the "Span of control" is less for a manager, the organization structure will be-

   a. Tall Organization   b. Flat Organization   c. Both of them   d. None of above.

3. Which is not an input of Management Process?

   a. Man   b. Money   c. Mechanic   d. Material

4. How many different categories of role come under "informational role"?

   a. 2   b. 3   c. 3   d. 4

5. Which is not a type of "Plan"?

   a. Mission   b. Strategies   c. Programs   d. Leadership.

6. Which is a type of "Personal Power"?

   a. Reward Power   b. Coercive Power   c. Expert Power   d. Legitimate Power.

7. "Span of Control" does not depend on-

   a. Supplier Attitude   b. Sub-ordinate Training

   c. Complexity of Task   d. Number of functions performing.

8. Which "Management Approach" focuses on studies experience through cases?

   a. Empirical Approach   b. Socio-Technical Approach

   c. Decision- Theory Approach   d. Managerial Approach.

9. Which characteristic is not supporting "Management as a Science"?

   a. It is a result oriented approach.

   b. It should have systematic body of knowledge.

   c. It establishes cause & effect relationship.

   d. None of the above.

10. Which is not a step of "Process of Control" in the organization?

    a. Establishment of Standard.

b. Measurement of current performance and compare with standard.

c. Prepare special report.

d. Correction if deviation is there.

B. Fill in the blanks-   1x 5=5

11. Human Relation Skill" is _____ in all different level of management in an organization.

  a. More   b. Less   c. Equal   d. None of above

12. Division of work among people in the organization is known as_____.

  a. Planning   b. Organizing   c. Staffing   d. Controlling.

13. The right in a position to exercise discretion in making affecting others is known as_____.

  a. Authority   b. Strategy   c. Power   d. Policy.

14. Willingness to give other's idea a chance is a principle of _____.

    a. Power   b. Policy   c. Authority   d. None of the above.

.15. Power to punish someone is known as_____ power.

    a. Reward Power   b. Coercive Power   c. Information Power   d. Legitimate Power.

C. Write True or False-   1x 5=5

16. Leader is an appointed post.

17. Willingness to trust sub-ordinate is required to delegate authority to others.

18. Recruitment is a sub-function of staffing.

19. Budget is a type of organizing.

20. Staffing helps to prevent under utilization of employees.

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