REV-01
BBA/35/50

2025/12

SET A

BACHELOR OF BUSINESS ADMINISTRATION
FIRST SEMESTER
BASICS OF MANAGEMENT
BBA – MIN – 911
[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 3 hrs. **Full Marks: 70**

Objective

Time: 30 mins. **Marks: 20**

Choose the correct answer from the following: ***1×20=20***

1. Management can be best defined as
   a. Getting things done through others
   b. Doing work individually
   c. Supervising subordinates only
   d. Planning only

2. Which of the following is *not* a characteristic of management
   a. Goal-oriented process
   b. Dynamic function
   c. One-time activity
   d. Group activity

3. Who is known as the "Father of Scientific Management"?
   a. Henry Fayol
   b. F.W. Taylor
   c. Elton Mayo
   d. Peter Drucker

4. Management is both science and art because
   a. It uses theoretical knowledge and practical application
   b. It is based only on experience
   c. It requires no principles
   d. It depends only on intuition

5. Leadership is mainly concerned with:
   a. Controlling employee behavior
   b. Influencing and guiding subordinates
   c. Monitoring financial performance
   d. Developing job analysis

6. Induction is also known as:
   a. Orientation
   b. Job rotation
   c. Counseling
   d. Training

7. Which of the following is the first step in the selection process?
   a. Medical test
   b. Reference check
   c. Preliminary interview
   d. Appointment letter

8. The main purpose of communication in an organization is to:
   a. Control subordinates
   b. Exchange information and ideas
   c. Reduce workload
   d. Maintain records

9. Which leadership style allows maximum participation of subordinates in decision making?
   a. Autocratic
   b. Democratic
   c. Bureaucratic
   d. Laissez-faire

10. A formal organization is one which:
    a. Develops spontaneously through friendship and interaction
    b. Has a defined structure and authority relationships
    c. Has no clear rules or hierarchy
    d. Exists only in small businesses

11. When decision-making power is concentrated at the top level of management, it is called:
    a. Centralization
    b. Decentralization
    c. Delegation
    d. Departmentalization

12. The grapevine in an organization refers to:
    a. Formal communication through official channels
    b. Communication through written memos and notices
    c. Informal communication among employees
    d. Upward communication to top management

13. The main focus of MBO is:
    a. Controlling employees
    b. Setting objectives collaboratively
    c. Increasing hierarchy levels
    d. Reducing communication

14. The primary purpose of planning is to:
    a. Control employee performance
    b. Provide direction and reduce uncertainty
    c. Increase supervision
    d. Eliminate competition

15. Which of the following is not a step in the planning process?
    a. Setting objectives
    b. Developing premises
    c. Delegating authority
    d. Selecting the best alternative

16. Management by Objectives (MBO), goals are:
    a. Set only by top management
    b. Imposed by supervisors
    c. Jointly set by superiors and subordinates
    d. Decided by HR department

17. The power that comes from an individual's official position in the organization is called:
    a. Expert Power
    b. Legitimate power
    c. Referent power
    d. Reward power

18. When decision-making authority is delegated to lower levels of management, it is called
    a. Centralization
    b. Decentralization
    c. Formalization
    d. Supervision

19. According to McGregor's Theory X, managers believe that employees:
    a. Enjoy work and seek responsibility
    b. Are creative and self-motivated
    c. Dislike work and must be controlled or coerced
    d. Work best in participative environments

20. A company that encourages participative decision-making and creative thinking follows:

a. Theory x
b. Theory Y
c. Theory Z
d. Reinforcement theory

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Descriptive

Time : 2 Hr. 30 Mins. **Marks : 50**

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

1. Define the term Management? Describe the 14 Principles of Management. 3+7=10

2. Write few lines on scientific theory. Explain Maslow's theory and Mc Gregor theory of management. 3+7=10

3. Explain the nature and purpose of planning. Discuss its significance, and types of plans with suitable examples. 2+2+3+3=10

4. Discuss the concepts of authority and power in management. Explain the different types of power. How do centralization and decentralization affect the distribution of authority within an organization? 3+3+4=10

5. What is the meaning and importance of organizing? Discuss the different forms of organization with its advantages and disadvantages along with suitable examples. 2+4+4=10

6. What is staffing and recruitment? Suppose you are the HR manager of an IT company – how would you plan manpower recruitment, select suitable candidates, and ensure the right placement? Give practical examples. 4+6=10

7. What is recruitment process? Describe the factors effecting recruitment process. 3+7=10

8. What is Leadership? Explain the characteristic of leadership. Differentiate between a leader and a manager with one example from a business or daily-life situation. 2+3+5=10

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