REV-01
BBA/05/10

2025/12

SET A

BACHELOR OF BUSINESS ADMINISTRATION
FIRST SEMESTER [REPEAT]
PRINCIPLES OF MANAGEMENT
BBA – 101
[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. Which of the following describes the main objective behind functional foremanship?
   a. To separate the top-level management of a company from its Chief Executive Officer (CEO)
   b. To separate the planning functions from the executive functions
   c. To provide zero free time to workers in a company
   d. To not divide or delegate the work within an organisation

2. Which of the following is the main objective of the Principle of Order?
   a. It focuses on providing orderly arrangements for the resources within an organisation
   b. It concentrates on building a framework for giving orders to the employees within an organisation
   c. It focuses on creating a framework for receiving orders from the top management within an organisation
   d. None of the above

3. Luther Gulick coined the word POSDCORB, which generally represents the initials of seven functions, CO stands for……..
   a. Communication
   b. Coordination
   c. Cooperation
   d. Consistency

4. Primary focus of induction is……..
   a. Goal setting
   b. Providing feedback
   c. Introducing new employees
   d. Decision making process

5. The Hawthorne Studies, which highlighted the significance of human factors in management was conducted by……..
   a. Douglas McGregor
   b. Abraham Maslow
   c. Chester Bernard
   d. Elton Mayo

6. Which of the following is the correct meaning of concentration of decision-making authority?
   a. Span of management
   b. Centralisation
   c. Decentralisation
   d. None of the above

7. .....is known as "the father of scientific management."
   a. Fredrick W. Taylor
   b. Henry Fayol
   c. Robert Owen
   d. None of these

8. .....is about grouping of jobs.
   a. Organising
   b. Directing
   c. Planning
   d. Controlling

9. What does recruitment involve?
   a. Setting goals
   b. Acquiring and retaining human resources.
   c. Decision making process
   d. Providing feedback

10. Strategic planning is.....
   a. Long term planning
   b. Medium term planning
   c. Short term planning
   d. Annual planning

11. Formal authority flows from upwards to downwards in.....
   a. Formal organization
   b. Informal organization
   c. Business or organization
   d. Strategic organization

12. Which type of organization is permanent and stable?
   a. Formal organization
   b. Informal organization
   c. Business or organization
   d. Strategic organization

13. Which of the following management functions are closely related?
   a. Planning and organizing
   b. Staffing and control
   c. Planning and staffing
   d. Planning and control

14. .....is an individual's capacity to influence decisions.
   a. Span of control
   b. Line authority
   c. Staff authority
   d. Power

15. What distinguishes a leader from a manager?
   a. Level of authority
   b. The focus on task
   c. The ability to inspire and influence
   d. The emphasis on planning

16. Communication barrier due to same words and symbols is known as:
   a. Physical barrier
   b. Personal barrier
   c. Semantic barrier
   d. Organizational structure barrier

17. .....is a selection test which judges the emotional ability which will help to judge process in the organization.
   a. Personality test
   b. Intelligence test
   c. Mental ability test
   d. None of the above

18. Promotion is a.....source of recruitment.
    a. External
    b. Internal
    c. Macro
    d. None of the above

19. Directing involves:
    a. Leadership
    b. Motivation
    c. Supervision
    d. All the above

20. In line and staff concept, line positions are responsible for.....
    a. Providing advice and support
    b. Directly achieving the organizational goals
    c. Representing employee interest
    d. Handling administrative task.

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Descriptive

Time : 2 Hr. 30 Mins. Marks : 50

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

1. Justify the statement, 'Management is a science as well as an art'. 10
2. Define management and explain the functions of management. 4+6=10
3. Define planning and explain the steps in planning process. 2+8=10
4. Distinguish between: 5+5=10
   a) Power and authority.
   b) Formal and Informal organization.
5. Discuss the internal and external sources of recruitment. 5+5=10
6. Describe the communication process with a diagram. 7+3=10
7. Define span of management and explain the factors determining effective span of management. 2+8=10
8. Define Leadership and discuss the different styles of leadership. 2+8=10

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