REV-01
BBA/78/84

2025/12

SET B

BACHELOR OF BUSINESS ADMINISTRATION
FIRST SEMESTER
PRINCIPLES AND PRACTICE OF MANAGEMENT
BBA – MAJ – 111

[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 is the first step in organization forming?
   a. Assignment of duties
   b. Aims are determined
   c. Identifying activities
   d. Formulating plans

2. The structure of organization depends on.....
   a. Scope of functions
   b. Span of control
   c. Number of employees
   d. All the above

3. Which is not an advantage of external source of recruitment?
   a. New blood
   b. More competition
   c. Less expensive
   d. Less partial

4. .....is a selection test to judge the coordination between hands and eye.
   a. Personality test
   b. Intelligence test
   c. Psycho motor test
   d. No of the above.

5. .....means assigning a specific rank and responsibility to an individual.
   a. Selection
   b. Induction
   c. Recruitment
   d. Placement

6. The process of eliminating unsuitable candidates is called as.....
   a. Selection
   b. Recruitment
   c. Interview
   d. Induction

7. Effective leadership communication involves:
   a. One-way communication
   b. Verbal communication only
   c. Active listening and clear articulation
   d. Excessive use of technical jargon.

8. Which type of communication involves non-verbal cues such as body language and facial expressions?
   a. Written communication
   b. Verbal communication
   c. Visual communication
   d. Formal communication

9. Leadership is best defined as.....
   a. The ability to merely project one's abilities in the lack of actual accomplishments.
   b. The ability to reduce the dependence of team members on each other.
   c. The ability to induce the team members to focus on individual goals rather than collective goals.
   d. The ability to influence a group toward the achievement of a vision or set of goals.

10. Which of the following is a desirable feature of leadership?
   a. One-directional influence from the leader to the follower.
   b. Coercive power and authority.
   c. Lack of freedom
   d. Coexistence of leaders and managers.

11. The most significant management skills are.....
   a. Technical, Human and Conceptual
   b. Technical, behavioural and Conceptual
   c. Systematic, Human and Conceptual
   d. Technical, Human and cognitive

12. .....is the important interpersonal role of manager.
   a. Leader role
   b. Liaison role
   c. Figurehead role
   d. All of the above

13. .....is called as father of scientific management.
   a. Elton Mayo
   b. Hendry Fayol
   c. F.W. Taylor
   d. Robert Owen

14. Thinking for the future output is known as.....
   a. Setting planning premises
   b. Making derivative plans
   c. Making policy
   d. All of the options are correct

15. Planning can be performed at.....
   a. Supervising Level
   b. Top Level
   c. Middle Level
   d. All of the above

16. Which feature of Planning remarks to be a priority?
   a. Planning is continuous
   b. Planning focuses on achieving the objective.
   c. Planning is pervasive
   d. Planning is the primary function of management.

17. In the below-mentioned points, which is not a factor limited to planning?
   a. Costly process
   b. Dynamic environment
   c. Top management approach
   d. Rigidity

18. What kind of plan doesn't involve any discretion or flexibility?
   a. Strategy
   b. Rule
   c. Procedure
   d. Policy

19. Which of the following features is of Formal organization?
    a. Directed by company rules and regulations
    b. Managers are leaders
    c. Both (1) and (2)
    d. None of these

20. Which one is a type of Organizational structures?
    a. Functional structure
    b. Responsibility structure
    c. Behavioural structure
    d. None of the above

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Descriptive

Time : 2 Hr. 30 Mins. Marks : 50

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

1. Discuss the elements and principles of Scientific Management. 5+5=10

2. Explain the five characteristics and five functions of management. 5+5=10

3. What is MBO? Discuss four merits and demerits of MBO. 2+4+4=10

4. Differentiate between: 5+5=10
   a) Authority and Power
   b) Centralization and Decentralization.

5. What is recruitment? Discuss the sources of recruitment. 2+8=10

6. Write short notes on the following: 5+5=10
   a) Placement
   b) Induction

7. a) Explain different styles of leadership. 5+5=10
   b) Discuss the process of communication.

8. Differentiate between: 5+5=10
   a) Line and functional organization
   b) Formal and informal communication.

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