SET A

BBA LLB
SECOND SEMESTER
PRINCIPLES OF MANAGEMENT
BBLB – 203

[USE OMR FOR OBJECTIVE PART]

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

Objective

Time: 30 min. **Marks: 20**

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

1. Which theory emphasizes the human aspect of management, addressing motivation and employee relations?
   a. Classical Theory
   b. Neo-Classical Theory
   c. Systems Theory
   d. Process Theory

2. In the process of management, which of the following is not part of the four fundamental functions?
   a. Planning
   b. Organizing
   c. Leading
   d. Decentralization

3. Which of the following is a key principle of Classical Management Theory?
   a. Emphasizing the importance of human behaviour & motivation.
   b. Focusing on maximizing efficiency through a structured approach.
   c. Encouraging decentralization and employee participation.
   d. Understanding the organization as a whole system.

4. According to Systems Theory in management, an organization is viewed as-
   a. A series of individual parts working independently
   b. An interconnected system of parts working together to achieve a common goal
   c. A rigid structure with fixed rules and regulations
   d. A set of tasks to be completed by workers

5. Which of the following is a key principle of Scientific Management?
   a. Focusing on human emotions and relationships in the workplace
   b. Maximizing productivity through a scientific study of tasks and processes
   c. Encouraging decentralized decision -making
   d. Viewing the organization as aninterconnected system

6. Who is credited with the development of the Management by Objectives (MBO) concept?
   a. Henry Fayol
   b. Peter Drucker
   c. Frederick Taylor
   d. Max Weber

7. Put the following steps of organizing in hierarchy.
   A. Divide major tasks into subtasks.
   B. Evaluate results of organizing strategy.
   C. Reflect upon plans and objectives.
   D. Allocate resources and directives for subtasks.
   E. Establish major tasks.

   a. ABDCE
   b. ABCDE
   c. CEADB
   d. EDCBA

8. What is the primary purpose of the selection process in recruitment?
   a. To attract the largest number of applicants
   b. To choose the most suitable candidate for the job
   c. To create a diverse pool of candidates
   d. To evaluate employee performance

9. Which of the following is an advantage of using internal sources of recruitment?
   a. Brings in fresh ideas and perspectives
   b. Costs associated with recruiting are usually lower
   c. The organization gets access to a larger pool of candidates
   d. It ensures diversity in the workforce

10. Which of the following is typically NOT a part of the selection process?
   a. Job analysis
   b. Job posting
   c. Employee training
   d. Final interview

11. What is the primary role of planning in an organization?
   a. To eliminate risks in business operations
   b. To select missions and objectives and decide on the actions to achieve them
   c. To create a company hierarchy
   d. To evaluate employee performance

12. What does planning help organizations achieve?
   a. It guarantees success in business
   b. It eliminates all risks
   c. It bridges the gap between where the organization is and where it wants to reach
   d. It focuses only on long-term goals

13. In the context of work specialization, which of the following is an example?
   a. Assigning a group to manage a project without defining roles
   b. A factory worker specializing in assembling only one part of a product
   c. Giving all employees equal responsibility for various tasks
   d. Encouraging employees to multitask in different roles

14. Departmentalization involve -
   a. Grouping tasks into specific departments based on certain criteria
   b. Assigning work equally among all employees
   c. Creating multiple layers of authority within the organization
   d. Focusing on creating employee satisfaction

15. What is the key difference between formal organization and informal organization?
    a. Formal organizations have no set rules, while informal organizations have defined structures
    b. Formal organizations focus on personal relationships, while informal ones focus on business goals
    c. Formal organizations have defined structures and goals, while informal ones emerge naturally among employees
    d. There is no difference between the two

16. What is the relationship between authority and responsibility in an organization?
    a. Authority and responsibility must be kept separate
    b. Responsibility is greater than authority
    c. Authority must match the responsibility assigned
    d. Authority should be delegated without responsibility

17. What is the primary focus of leadership?
    a. The use of authority to enforce rules
    b. The ability to influence a group towards the achievement of goals
    c. The ability to ensure compliance through formal authority
    d. The use of technical skills to complete tasks

18. Which of the following best describes management?
    a. Inspiring others to follow a vision
    b. The use of authority inherent in a designated formal rank to obtain compliance
    c. Encouraging team collaboration through mutual respect
    d. Encouraging team collaboration through mutual respect

19. Which of the following is a key difference between leadership and management?
    a. Leadership focuses on enforcing rules, while management focuses on inspiring employees.
    b. Leadership involves influence to achieve goals, while management focuses on obtaining compliance through authority.
    c. Management is about influencing people, while leadership is about organizing resources.
    d. Management is more concerned with long-term goals, while leadership handles short-term tasks.

20. What is the primary focus of the Managerial Grid?
    a. To determine the leadership style based on concern for people and concern for production
    b. To analyze company profits
    c. To assess employee satisfaction
    d. To create company policies

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(Descriptive)

Time : 2 hrs. 30 min. **Marks : 50**

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

1. Define Span of Management. Differentiate between a narrow span of management and a wide span of management. **3+7=10**

2. Discuss the four key functions of management: planning, organizing, leading, and controlling. Explain how each function contributes to the overall success of an organization. **5+5=10**

3. State the 14 principles of management as proposed by HenriFayol. **10**

4. Define Planning and explain the Process of Planning. **3+7=10**

5. Define MBO and its importance. **5+5=10**

6. Explain the Recruitment Process in detail. **10**

7. Define Management. Discuss the dual nature of management as both a science and an art **3+7=10**

8. Define Leadership. State 2 different styles of Leadership. **3+7=10**

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