REV-00 MBA/30/40

MASTER OF BUSINESS ADMINISTRATION First Semester PRINCIPLES AND PRACTICES OF MANAGEMENT (MBA - 101)

Duration: 3Hrs.

Full Marks: 70

Part-A (Objective) =20 Part-B (Descriptive) =50

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

Answer any *five* of the following questions:

- Define the term 'Management'. Write briefly about any six characteristics of Management. With the help of diagrammatic representation explain the Management Process. (2+3+5=10)
- Write shortly ten different "Roles" of a manager. Explain the functions performed by Top level management in an organization. (5+5=10)
- What do you understand by the word 'Planning'? Write about the disadvantages of Planning. Explain the steps of Planning Process in the organization. (2+3+5=10)
- 4. Define 'Management by Objectives'. Write any four characteristics of MBO.
 Explain its benefits and weaknesses. (2+2+3+3=10)
- 5. What is "Span of Control"? How Tall and Flat organizational structure form due to different Span of Control show with drawing. Explain any five different factors that influence Span of Control in an organization. (2+3+5=10)
- Define 'Centralization' and 'Decentralization'. Write the advantages of Centralization. Explain the differences between Authority and Power. (2+3+5=10)

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- 7. What is Co-ordination? Write the principles of Co-ordination. Explain the Communication Process with the help of a diagram. (2+3+5=10)
- Explain the steps of Controlling Process. Justify- Achieving economy of control is very much essential. (5+5=10)

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Duration: 20 minutes

(PART A- Objective Type)

I. Choose the correct answer:

1×8=8

Marks - 20

1. (liouse t	ne correct ar	15 .			
1.	Which is not a type of Control Technique?a. Budgetingb. Personal observationc. Promotiond. Special Report					
2.	Which sub-function does not come under Staffing?a. Selectionb. Recruitmentc. Leadershipd. Performance Appraisal					
3.	Which is not a disadvantage of 'Flat organization structure'?a. Overload superior for decision making.b. Danger for superior (due to loss of control).c. Get close control.d. Problem if doesn't have quality manager.					
4.	Which are the direct advantages of planning process?1. It helps in decreasing resource wastages.2. It helps in anticipating crisis.3. It helps in managing change effectively.4. It helps in putting right person at the right place.					
	Ans-	a) 1,2,3	b)	2,3,4	c)1,3,4	d)1,2,4
5.	Which are the functions come under 'Organizing'?1. Divide up the work2. Ensure results3. Arrange resources4. Co-ordinate activities					
	Ans-	a) 1,2,3	b)	2,3,4	c)1,3,4	d)1,2,4
6.	Which are the characteristics of MBO?1. Participative decision making2. Goal specificity3. No explicit time period4. Performance feedback					
	Ans-	a) 1,2,3	b)	2,3,4	c)1,3,4	d)1,2,4

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- 7. The right sequence of controlling process is-
 - 1. Take corrective action if deviation takes place.
 - 2. Establish standard.
 - 3. Measure current performance and compare with standard.

Answera. $1 \rightarrow 2 \rightarrow 3$ b. $2 \rightarrow 3 \rightarrow 1$ c. $3 \rightarrow 2 \rightarrow 1$ d. $2 \rightarrow 1 \rightarrow 3$ 8. Which features of management support "Management as a Science"? 1. It should have specific body of knowledge. 2. General principles are capable of universal applicable. 3. Improvement through continuous practice. 4. Establish cause & effect relationship. Ans- a)1,2,3 b)2,3,4 c) 1,3,4 d)1.2.4 **II.** Fill in the blanks: $1 \times 6 = 6$ The skill which is necessary to make plans, policy, decision, strategy etc is known as b) Technical skill a) Human-relation skill c) Conceptual skill d) None of the above 2. "Grouping of activities in light of resources and situation" is a sub-function come under b) Staffing a) Directing d) Organizing c) Planning 3. The ability of a person to influence another person to perform an act is known as a) Authority b) Power c) Centralization d) Decentralization 4. When the work is repetitive in nature, the span of control can be a) More b) Less c) None of the above d) Both of the above 5. is the dispersion of authority to make decisions throughout all levels of the organization. a) Authority b) Power c) Centralization d) Decentralization 6. "Get close supervision" is an advantage of b) Flat Organization Structure d) Informal Organization Struct a) Tall Organization Structure c) Formal Organization Structure d) Informal Organization Structure

III. Match the following:

SEC-A

1. Disseminator role

2. Monitor role

3. Spokesperson role

4. Liaison role

5. Conceptual Skill

6. Technical Skill

SEC-B

- A. Link & coordinate people inside & outside the Organization.
- B. Present maximum in higher level management.
- C. Analyzes the information from both internal & external environment.
- D. After filtering the information, convey that to the right person.
- E. Present maximum in lower level management.
- F. Clarify the doubts of public whenever & wherever required.

1×6=6