

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:

1. 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)
2. Write shortly ten different "Roles" of a manager. Explain the functions performed by Top level management in an organization. (5+5=10)
3. 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)
6. Define 'Centralization' and 'Decentralization'. Write the advantages of Centralization. Explain the differences between Authority and Power. (2+3+5=10)

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)
8. Explain the steps of Controlling Process. Justify- Achieving economy of control is very much essential. (5+5=10)

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.

Answer-

- a. 1→2→3 b. 2→3→1 c. 3→2→1 d. 2→1→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:

1×6=6

1. The skill which is necessary to make plans, policy, decision, strategy etc is known as _____.

- a) Human-relation skill b) Technical 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 _____.

- a) Directing b) Staffing
c) Planning d) Organizing

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 _____.

- a) Tall Organization Structure b) Flat Organization Structure
c) Formal Organization Structure d) Informal Organization Structure

III. Match the following:

1×6=6

SEC-A

SEC-B

1. Disseminator role
2. Monitor role
3. Spokesperson role
4. Liaison role
5. Conceptual Skill
6. Technical Skill

- 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.
