

MASTER of BUSINESS ADMINISTRATION
FIRST SEMESTER
PRINCIPLES AND PRACTICES OF MANAGEMENT
MBA-101

Duration: 3 Hrs.

Marks: 70

PART : A (OBJECTIVE) = 20
PART : B (DESCRIPTIVE) = 50

[PART-B : Descriptive]

Duration: 2 Hrs. 40 Mins.

Marks: 50

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

1. Define 'Management'. Draw and explain the Management Process along with managerial functions. Write any four management characteristics. 2+6+2
=10
2. What you understand by 'Managerial Skills'? Mention different types of Managerial skills and explain the requirement of different skills in various levels of management with the help of a neat diagram. 2+8=10
3. Define Planning. Explain the steps of Planning Process in the organization. "Efficiency, accuracy and economy must be there in the planning process adopted in an organization" - Justify. 2+5+3
=10
4. What do you understand by 'Span of Control'? Explain any five factors that influence Span of Control in an organization. Justify- "More span of control is possible for a manager if sophisticated technologies are adopted in an organization". 2+5+3
=10
5. Explain the 'System Approach' of management. Write the characteristics of 'Formal Organizational Structure'. 5+5=10
6. Define Power and Authority. Explain various types of Power in an organization. Mention the differences between Power and Authority. 1+1+4+
4 =10
7. Define Communication. Explain the Communication Process with the help of a neat diagram. Mention four barriers of communication that can take place in the organization. 1+5+4
=10
8. What is Controlling? Write the steps of a Controlling Process. Explain various types of Controlling Process. 2+5+3
=10

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[PART-A : Objective]

Choose the correct answer from the following: 1×20=10

1. Achieving the objectives within the available resources is known as _____?
 - a. Effectiveness
 - b. Goal achievement
 - c. Proficiency
 - d. Efficiency
2. Which managerial skill helps to analyze and diagnose a situation and find the cause and effect relationship in the organization?
 - a. Human Relation skill
 - b. Technical skill
 - c. Conceptual skill
 - d. Interpersonal skill
3. In _____ role, manager transmits information to influence attitudes and behavior of employees & after filtering- give right information to right person.
 - a. Monitor
 - b. Disseminator
 - c. Spokesperson
 - d. Negotiator
4. Which management approach highlights about the 'relationships among people and their ability in the utilization of Technical System'?
 - a. Contingency approach
 - b. Social- Technical System approach.
 - c. Management Science approach
 - d. Operational approach
5. Which features of management does not support "Management as a Science"?
 - a. It should have systematic body of knowledge.
 - b. Establish cause & effect relationship.
 - c. General principles are capable of universal applicable.
 - d. Improvement through continuous practice.
6. Which is not a direct advantage of planning process?
 - a. It helps in decreasing resource wastages.
 - b. It helps in anticipating crisis.
 - c. It helps in managing change effectively.
 - d. It helps in putting right person at the right place.
7. _____ are the plans that establish the required method of handling future objectives.
 - a. Policy
 - b. Procedure
 - c. Programs
 - d. Rules
8. Well defined rules and regulations is the characteristics of _____ organization.
 - a. Line
 - b. Authority
 - c. Formal
 - d. Informal
9. Manager can have _____ span of control if clarity of plan exists in an organization.
 - a. More
 - b. Less
 - c. Both of them
 - d. None above
10. Which is not a characteristics of MBO.
 - a. Participative decision making
 - b. Goal specificity.
 - c. No explicit time period
 - d. Performance feedback.
11. 'Bureaucracy' was a focus of _____ approach.
 - a. Human Relation Approach
 - b. Neo-human Relation Approach
 - c. Modern Approach
 - d. Classical Approach
12. Which is an Individual objective?
 - a. Fair remuneration for work performed
 - b. Reasonable profit so as to get a fair return on the capital invested (ROI) in the business.
 - c. Growth and expansion of the enterprise
 - d. Conservation of environment and natural resources.
13. Which is not a function of Top level management of an organization?
 - a. They make the policy for the organization.
 - b. They determine the goal of the company
 - c. They give instructions to workers
 - d. They make the corporate plans.
14. _____ helps to prevent under-utilization of employees.
 - a. Directing
 - b. Staffing
 - c. Organizing
 - d. Coordinating

15. Which is not a function comes under 'Organizing'?

- a. Divide up the work.
- b. Ensure results.
- c. Co-ordinate activities
- d. Arrange resources.

16. Which is not a function of Directing?

- a. Giving orders to sub-ordinates
- b. Leading and Motivating employees
- c. Checking their performance and take necessary actions.
- d. Discovering the talented and competent workers

17. Centralization means--

- a. Places related activities under jurisdiction of one individual
- b. Places related activities under jurisdiction of several individuals throughout the organization
- c. An expressed struggle between at least two interdependent parties
- d. Voluntarily arrangement in which two or more individual engage in a mutually beneficial exchange

18. Which is not a principle of Coordination?

- a. Co-ordination should be maintained continuously
- b. Co-ordination should have reciprocal relation between different functions or units or department.
- c. Co-ordination should attain by direct contact.
- d. Co-ordination should start in the late stage.

19. 'Daily Report' is an example of _____

- a. Upward Communication
- b. Downward Communication
- c. Horizontal Communication
- d. Informal Communication

20. It is the formulation of plans for a given future period in numerical terms.

- a. Zero-base Budgeting
- b. Budgeting
- c. PERT
- d. Special Report

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UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA



[PART (A) : OBJECTIVE]

Duration : 20 Minutes

Serial no. of the
main Answer sheet

Course :

Semester : Roll No :

Enrollment No : Course code :

Course Title :

Session : 2017-18 Date :

Instructions / Guidelines

- The paper contains twenty (20) / ten (10) questions.
- Students shall tick (✓) the correct answer.
- No marks shall be given for overwrite / erasing.
- Students have to submit the Objective Part (Part-A) to the invigilator just after completion of the allotted time from the starting of examination.

Full Marks	Marks Obtained
20	

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Scrutinizer's Signature

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Examiner's Signature

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Invigilator's Signature