MASTER OF BUSINESS ADMINISTRATION First Semester (Repeat) PRINCIPLES & PRACTICE 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 four from Question no. 2 to 7 Question no. 1 is compulsory.

- 1. Explain different kinds of Managerial skills with the help of a drawing. Justify"Managers are tangible, but management process is intangible". (6+4=10)
- 2. Define Communication. With the help of a diagram explain the 'Communication Process'. Write on the 'Principles of Co-ordination'. (2+5+3=10)
- 3. What is 'Planning'? Write briefly the steps of a 'Planning Process'. Mention two benefits and two weaknesses of MBO. (2+4+2+2=10)
- 4. Define "Span of Control". Explain shortly any five factors that influence Span of control in an organization. Justify "Tall organization structure is necessary if the work is non-repetitive in nature. (2+5+3=10)
- 5. Explain the 'Controlling Process' of an organization in detail. Write shortly on 'different types of Control'. Just mention the names of four 'Control Technique'.

 (5+3+2=10)
- Define the term 'Management'. Write briefly about any six characteristics of
 Management. Explain the 'Management Process' in an organization with the help
 of a drawing. (2+3+5=10)

7. Explain the differences between 'Power' and 'Authority'. Define Centralization and Decentralization. If you would become the Managing Director of a company, which factors you would feel are important to analyse –to take the right decision about centralization or decentralization way of doing things in your organization?

(5+2+3=10)

2017/08

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Duration: 20 minutes (PART A - Objective Type) Marks – 20							
I. I	Fill in the blanks:		1×5=5				
1.	"It provides the space through which t	the message must pass a	nd hence determines the				
	method used to send the message" is called						
	a) Context c) Message	b) Climate d) Channel					
2.	2. If the "Span of control" is more for a manager, then the organization structure will						
	be						
	a) Tall Organization c) Both of them	b) Flat Organization d) None of above					
3.	"Get close supervision" is an advantage a) Tall Organization Structure c) Formal Organization Structure	b) Flat Organization					
4.	The skill which is necessary to make plans, policy, decision, strategy etc. are known						
as							
	a) Human-relation skill c) Technical skill	b) Conceptual skill d) None of the above					
5.	5. Barrier of communication appears due to too long chain of communication or too big						
of control is known as							
	a) Badly expressed message c) Distrust of communication	b) Faulty organizatio d) Restricting commu					
II.	Choose the correct answer:		1×10=10				
1.	 Which are the direct advantages of planning process? It helps in decreasing resource wastages. It helps in anticipating crisis. It helps in managing change effectively. It helps in putting right person at the right place. 						
	Ans- a) 2,3,4 b) 1,2,3	c) 1,3,4	d) 1,2,4				

1. It is dynamic in na 2. It achieve pre-dete 3. It has individual ac 4. It has universal act	Few characteristics of management are- 1. It is dynamic in nature. 2. It achieve pre-determine goal. 3. It has individual activity. 4. It has universal activity. 5. It has different levels of management.					
Ans- a) 1,2,4,5	b) 2,3,4,5	c) 1,3,4,5	d) 1,2,3,4			
3. Which are the function1. Divide up the work3. Arrange resources		ults.				
Ans- a) 1,2, 3	b) 2,3,4	c)1,3, 4	d)1,2,4			
 Which features of management that support "Management as a Science"? It should have specific body of knowledge. General principles are capable of universal applicable. Improvement through continuous practice. Establish cause & effect relationship. 						
Ans- a) 1,2,3	b) 2,3,4	c) 1,3,4	d) 1,2,4			
solution should be we a) Contingency appro	According to which approach –"Managerial Practice depends on the situation and who solution should be well match with the situation". a) Contingency approach c) Managerial Role approach d) Management Science approach					
. Who all management experts are the contributors of 'Neo-Human Relation Era'? 1. Maslow 2. Herzberg 3. McGregor 4. Elton Mayo						
Ans: a) 1,2,3	b) 2,3,4	c) 1,2,4	d) 1,3,4			
. Which is not a type of Control Technique? a) Budgeting b) Personal observation c) Promotion d) Special Report						
. Which sub-function does not come under Staffing? a) Selection b) Recruitment c) Leadership d) Performance Appraisal						
Which are the characteristics of MBO? 1. Participative decision making 2. Goal specificity 3. No explicit time period 4. Performance feedback						
Ans- a) 1,2,3	b) 2,3,4	c) 1,3, 4	d) 1,2, 4			
10.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.						
Anc. a) 1->2->3	b) 2-22-1	0) 3->2->1	4) 2 1 2 2			

III. Match the following:

1×5=5

SEC-A

SEC-B

- 1. Spokesperson role
- A. Analyses the information from both internal & external environment.
- 2. Disseminator role
- B. Link & coordinate people inside & outside the organization.

3. Monitor role

C. Symbolize the organization and what it is trying to achieve.

4. Liaison role

 Clarify the doubts of public whenever & wherever required.

5. Figure Head

E. After filtering the information, convey that to the right person.

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Instructions to Candidates

1. This answer booklet has 4 pages. Please check before

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4. You may use some space for any rough notes or calcula

5. Do not bring any book or loose paper in the examination

8. Any act of indiscipline or misbehavior in the examination

No examinee is allowed to leave the examination hall un
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 Additional answer sheet will be supplied after the main

6. Do not tear any page from the answer booklet.7. Do not write anything on the question paper or blotting paper or any pieces of paper while you are in the examinat

on the answer booklet if you need. These rough notes, calculations must be scored out before submitting the answer

writing whether it is complete or in good condition.

3. Write legibly on both sides of the paper

SESSION 2016-17 COURSE

SEMESTER

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