

**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)
6. 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)

\*\*\*\*\*



III. Match the following:

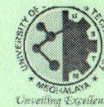
1×5=5

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      | D. Clarify the doubts of public whenever & wherever required.          |
| 5. Figure Head       | E. After filtering the information, convey that to the right person.   |

\*\*\*\*\*



University of Science and Technology, Meghalaya

Date Stamp: \_\_\_\_\_

SESSION 2016-17				
COURSE _____ PAPER CODE: _____				
NAME OF THE PAPER: _____				
SEMESTER _____				
<p align="center"><b>Instructions to Candidates</b></p> <p>1. This answer booklet has 4 pages. Please check before writing whether it is complete or in good condition.</p> <p>2. Do not write your name anywhere in the answer booklet.</p> <p>3. Write legibly on both sides of the paper</p> <p>4. You may use some space for any rough notes or calculation on the answer booklet if you need. These rough notes, calculations must be scored out before submitting the answer booklet.</p> <p>5. Do not bring any book or loose paper in the examination hall.</p> <p>6. Do not tear any page from the answer booklet.</p> <p>7. Do not write anything on the question paper or blotting paper or any pieces of paper while you are in the examination hall.</p> <p>8. Any act of indiscipline or misbehavior in the examination hall will result in your expulsion.</p> <p>9. No examinee is allowed to leave the examination hall until 30 minutes lapse after the commencement of the examination.</p> <p>10. Additional answer sheet will be supplied after the main answer booklet is completed.</p>		<b>For Objective Type Questions</b>		
		Page No.	Marks	Session: 2016-17
				Course _____
				Roll No. _____
				Enrollment No. _____
				Semester _____
				Name of the Paper _____
				_____
				_____
		Total		Paper Code _____
		<b>For Descriptive Type Questions</b>		
		Question No.	Marks	
		Total		
		Grand Total		

\_\_\_\_\_  
Scrutinizer's Signature

\_\_\_\_\_  
Examiner's Signature

\_\_\_\_\_  
Invigilator's Signature