

MASTER OF BUSINESS ADMINISTRATION
FOURTH SEMESTER
BASICS OF MANAGEMENT
MBA – 407 [MDC]

**SET
C**

[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 3 hrs.

Full Marks: 70

Time: 30 mins.

(Objective)

Marks: 20

Choose the correct answer from the following:

1 × 20 = 20

1. Which one of the following is not an importance of staffing?
 - a. Suitable division of work among employees
 - b. Developing skills in employees
 - c. Employee satisfaction
 - d. Efficient use of human resources
2. Identify the level at which the directing function takes place in an organization
 - a. Top level management
 - b. Middle level management
 - c. Lower level management
 - d. All of the Above
3. While other functions prepare a setting for action, name the function that initiates action in the organization.
 - a. Planning
 - b. Organizing
 - c. Staffing
 - d. Directing
4. Which of the following statements is not true for lower level management?
 - a. Analyse the business environment and its implications for the survival of the business.
 - b. Ensure the quality of the output
 - c. They strive to reduce the wastage of resources
 - d. They ensure that the safety standards are maintained within the organization.
5. Which one of the following is an element of directing?
 - a. Delegating authority
 - b. Designing organization structure
 - c. Communication
 - d. Designing control system
6. Which one of the following statements is not correct about Management?
 - a. It is a goal-oriented process.
 - b. It is a continuous process.
 - c. It is a dynamic process.
 - d. It is a rigid process.
7. Principles of Management formed-
 - a. By rule of Thumb
 - b. By observation and experimentation
 - c. By experiences of customers
 - d. By experiments in Science laboratory
8. This function of management relating to laying down the foundation for carrying out the other functions of management successfully is
 - a. Organising
 - b. Staffing
 - c. Planning
 - d. Controlling

9. Top management is concerned with formulation of
 - a. Guidelines for supervisors
 - b. Long-term plans
 - c. Short-term plans
 - d. None of these
10. In staffing function, which combination of activities in sequential order is correct?
 - a. Recruitment, selection, training, placement
 - b. Selection, training, recruitment, placement
 - c. Recruitment, selection, placement, training
 - d. Recruitment, training, selection, placement
11. The controlling function returns the management cycle to the-
 - a. Organizing
 - b. Directing
 - c. Planning
 - d. none of the above functions
12. "Coordination is required at all levels of management." Which feature of coordination is highlighted in this statement?
 - a. Coordination is a continuous process
 - b. Coordination is a pervasive function
 - c. Coordination integrates group efforts
 - d. Coordination is the responsibility of all the managers
13. When is the communication process complete?
 - a. When the sender transmits the message
 - b. When the message enters the channel
 - c. When the message leaves the channel
 - d. When the receiver understands the message
14. The practice of management is written by-
 - a. Peter Drucker
 - b. Terry
 - c. Hendry Fayol
 - d. Taylor
15. Which of the following principles of management explain that each group of activities with the same objectives must have one head one plan?
 - a. Scalar chain
 - b. Unity of command
 - c. Unity of direction
 - d. Authority & responsibility
16. Name the process which coordinates human efforts, assembles resources, and integrates both into a unified whole to be utilized for achieving specified objectives.
 - a. Management
 - b. Planning
 - c. Organising
 - d. Directing
17. Which of the following cannot be delegated?
 - a. Authority and responsibility
 - b. Accountability and responsibility
 - c. Responsibility and accountability
 - d. All of the above
18. It is defined as the framework within which managerial and operating tasks are performed.
 - a. Span of management
 - b. Organisational structure
 - c. Informal organization
 - d. None of the above
19. The process of making sure that things go as planned is-
 - a. Planning
 - b. Controlling
 - c. Organizing
 - d. Directing

20. The controlling function is performed by-
- a. Top level management
 - b. Lower level management
 - c. Middle level management
 - d. All of the above

(Descriptive)

Time : 2 Hr. 30 Mins.

Marks : 50

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

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| 1. a) What are the features of management? | 5+5=10 |
| b) Briefly explain 'unity of command' and 'scalar chain' as the principles of general | |
| 2. a) Discuss, what are the common objectives for management teams to improve and develop the operations of an organization. | 5+5=10 |
| b) Discuss three types of managerial skills. | |
| 3. a) Discuss importance of planning. | 5+5=10 |
| b) Write a note on planning and give requisite figure to explain it. | |
| 4. a) Write the importance of staffing. | 5+5=10 |
| b) Write the importance of directing. | |
| 5. Explain the planning process. | 10 |
| 6. a) Explain briefly the principles of organizing. | 5+5=10 |
| b) State any five points of importance of organising as a function of management. | |
| 7. Explain the barriers of communication and suggest measures to overcome these barriers. | 10 |
| 8. a) Explain the various steps involved in the process of controlling. | 5+5=10 |
| b) Co-ordination is needed to perform at all levels of management'. Explain the techniques of effective co-ordination in an organization. | |

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