

**BBA LLB  
SECOND SEMESTER  
PRINCIPLE OF MANAGEMENT  
BBLB - 203**  
(USE OMR FOR OBJECTIVE PART)

**SET  
A**

Duration: 3 hrs.

Full Marks: 70

Time: 30 min.

Marks: 20

**( Objective )**

*Choose the correct answer from the following:*

**1 × 20 = 20**

- Which one of the following sequences of process of management is correct
  - Organizing
  - Controlling
  - Planning
  - Staffing
  - Directing
  - B, D, E, A and C
  - C, D, A, E and B
  - C, A, D, E and B
  - A, B, C, D and E
- Assertion (A). Management is a dynamic function.  
Reason (R). An organisation interacts with its external environment which consists of various social, economic and political factors. In order to be successful, an organisation must change itself and its goals according to the needs of the environment.
  - Both Assertion(A) and Reason(R) are True and Reason ( R) is the correct explanation of Assertion(A).
  - Both Assertion(A) and Reason ( R) are True, but Reason( R) is not the correct explanation of Assertion(A).
  - Assertion(A) is True, but Reason ( R) is False.
  - Assertion (A) is False, but Reason ( R) is true.
- From the following statement, Identify the statement which is not correct in regards to planning function.
  - Planning is required a top-level management only.
  - Planning facilitates decision-making
  - Planning is a time consuming process
  - Planning always lead to success.
  - B, C and D
  - A and D
  - C and D
  - D only
- Identify the correct sequence of steps involved in the planning process.
  - Identifying alternative course of actions,
  - Evaluating alternative courses
  - Developing premises,
  - Setting objectives,
  - Identification of opportunities
  - Follow up

- a. A, B, D, C, E, F  
c. E, D, A, C, F, B
- b. E, D, C, A, B, F  
d. F, E, C, D, B, A
5. Sira used her foresight and logical and systematic thinking based on analysis of all facts and examined and evaluated all the alternatives. which feature of planning is depicted here?
- a. Planning focuses on achieving objectives  
b. planning is mental exercise  
c. planning involves decision-making  
d. planning is a primary function of management
6. Uranus Limited is a company dealing in metal products. The work is mainly divided into functions including production, purchase, marketing, accounts and personnel. Identify the type of organisational structure followed by the organisation.
- a. Functional structure  
c. Divisional structure
- b. Relational structure  
d. None of the above
7. Identify the correct sequence of steps to be followed in an organising process.
- A. Establishing reporting relationships  
B. Departmentalisation,  
C. Assignment of duties,  
D. Identification and division of work,
- a. D,A,B,C  
c. D,B,C,A
- b. D,B,C,A  
d. D,C,B,A
8. Read the extract given below and answer the questions from Q8 -11Q on the basis of the same.
- Aman decided to start a business of manufacturing toys. He identified the following main activities which he has to perform: (i) purchase of raw materials, (ii) purchase of machinery, (iii) production of toys; (iv) arrangement of finance; (v) sale of toys; (vi) identifying the areas where they can sell their toys; (vii) selection of employees. In order to facilitate the work he thought that four managers should be appointed to look after: (a) production (b) finance (c) marketing (d) personnel. As planned, all this was executed and the business started doing well. But the manager of production department is overburdened with routine work and is unable to concentrate on core issues of the department. To overcome this problem, he entrusted some of his responsibility and authority to his immediate subordinate
- Identify the function of management involved in the above mentioned paragraph.
- a. Planning  
c. Directing
- b. Organising  
d. Controlling
9. Which function of process is undertaken by production manager ?
- a. Decentralisation  
c. Training
- b. Delegation  
d. Coordination
10. The concept identified in point (a), (b), (c) and (d), is an extension to one of the principles of management. Name that principle.
- a. Authority and responsibility  
c. Division of work
- b. Centralisation and decentralization  
d. Unity of direction

11. Who will be accountable finally if the subordinate is unable to complete the task accordingly within time?
- The Manager
  - The Subordinate
  - Organization
  - Both the manager and the subordinate
12. Who is known as 'the Father of Modern Theory of Management'?
- Harold Koontz.
  - Henry Fayol
  - F.W. Taylor
  - Max Weber
13. In staffing function, which combination of activities in sequential order is correct?
- performance evaluation
  - selection
  - training
  - Recruitment
  - placement
- A, B, C, D, E
  - B, C, D, E, A
  - D, B, E, A, C
  - D, B, C, E, A
14. Grapevine is a form of
- formal communication.
  - informal communication.
  - barrier to communication.
  - Channel of communication.
15. Which of the following is not important for controlling function?
- It ensures order and discipline.
  - It restricts coordination in action.
  - It helps in judging the accuracy of standards.
  - It improves employee motivation.
- A, D and E
  - Only B
  - A and C
  - A and E
16. Which of the following is not a non-financial incentive?
- Status
  - Job enrichment
  - Bonus
  - Employee progress
17. From the following Which of the following is not an importance of staffing?
- Suitable division of work among employees
  - Developing skills in employees
  - Employee satisfaction
  - Efficient use of human resources
  - Staffing leads to dissatisfaction among employees.
- A and E
  - B, C, D and E
  - Only C
  - C and D
18. Match the following on the basis of meaning of the content (remembering)
- |  |                                       |
|--|---------------------------------------|
| i Divisional structure                       | a. formation is based on functions    |
| ii Functional Structure managed by superiors | b. number of subordinates that can be |
| iii Span of management                       | c. product specialization             |

- a. i-a, ii-b and iii-c
  - b. i-a, ii- c and iii-b
  - c. i-c, ii-a and iii-b
  - d. i-b, ii-a and iii-c
19. It is the obligation of a subordinate to properly perform the assigned duty.
- a. Responsibility
  - b. Authority
  - c. Accountability
  - d. Delegation
20. Rishabh has joined as a Creative Head in an entertainment company. He always ensures that the work has been divided into small and manageable activities and also the activities of similar nature are grouped together. Identify the related step in organizing process being mentioned in the above lines.
- a. Identification and division of work
  - b. Departmentalization
  - c. Assignment of duties
  - d. Establishing reporting relationships

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**(Descriptive)**

Time : 2 hrs. 30 min.

Marks : 50

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

1. What do you mean by principle of management? Mention the fourteen principle of management propounded by Henry fayol. Explain any two of them in details 2+5+3  
=10
2. What do you mean by leadership? Explain the different types of leadership approach. Explain the leadership managerial Grid propounded by Blake and Mount with illustrating diagram. 2+3+5  
=10
3. What do you mean controlling? Explain the advantages and disadvantages of controlling? Draw sequentially the steps involved in the controlling process. 5+5=10
4. Who is known as the father of scientific Management? Distinguish between Administrative Principle of management and scientific principle of management. Explain the scientific principles propounded by F.W Taylor. 1+4+5  
=10
5. What do you mean by the term planning? Explain the steps involved in the process of planning. Highlight the benefits of undertaking planning function in an organization. 2+5+3  
=10
6. Explain the following terms: 2×5=10
  - a. Matrix organization
  - b. Product organization
  - c. Project Organization
  - d. Geographical Organization
  - e. functional organization.
7. What do you understand by the term communication? Explain the 7's C of communication with suitable example. Highlight the barrier of communication and suggest a way to mitigate organizational communication barriers. 2+5+3  
=10
8. What do you mean by 'selection' in staffing process? Distinguish between recruitment and selection on a suitable basis Explain the sequence of process that an organization undertake in selecting a personnel in an organization 2+5+3  
=10

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