

**BACHELOR OF BUSINESS ADMINISTRATION
FIRST SEMESTER [REPEAT]
PRINCIPLES OF MANAGEMENT
BBA – 101 [IDMj]**

**SET
A**

[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 of the following describes the main objective behind functional foremanship?
 - a. To separate the top-level management of a company from its Chief Executive Officer (CEO)
 - b. To separate the planning functions from the executive functions
 - c. To provide zero free time to workers in a company
 - d. To not divide or delegate the work within an organisation
2. Which of the following is the main objective of the Principle of Order?
 - a. It focuses on providing orderly arrangements for the resources within an organisation
 - b. It concentrates on building a framework for giving orders to the employees within an organisation
 - c. It focuses on creating a framework for receiving orders from the top management within an organisation
 - d. None of the above
3. The principles of management serve as a general guideline for _____.
 - a. Decision making
 - b. Managerial actions
 - c. Both a and b are correct
 - d. Both a and b are incorrect
4. Henri Fayol is known as _____.
 - a. The father of general management
 - b. The father of shop floor management
 - c. The father of scientific management
 - d. All of the above
5. Which of the following is the main objective of the Unity in Direction principle?
 - a. Coordination
 - b. Unity in action
 - c. Both a and b are correct
 - d. Both a and b are incorrect
6. Which of the following is the correct meaning of concentration of decision-making authority?
 - a. Span of management
 - b. Centralisation
 - c. Decentralisation
 - d. None of the above

7. _____ is known as "the father of scientific management."
 - a. Fredrick W. Taylor
 - b. Henry Fayol
 - c. Robert Owen
 - d. None of these
8. _____ is about grouping of jobs.
 - a. Organising
 - b. Directing
 - c. Planning
 - d. Controlling
9. The first and foremost function of management is _____.
 - a. Planning
 - b. Organizing
 - c. Controlling
 - d. Coordination
10. Strategic planning is _____.
 - a. Long term planning
 - b. Medium term planning
 - c. Short term planning
 - d. Annual planning
11. Formal authority flows from upwards to downwards in _____.
 - a. Formal organization
 - b. Informal organization
 - c. Business or organisation
 - d. Strategic organization
12. Which type of organization is permanent and stable?
 - a. Formal organization
 - b. Informal organization
 - c. Business or organisation
 - d. Strategic organization
13. Which of the following management functions are closely related?
 - a. Planning and organizing
 - b. Staffing and control
 - c. Planning and staffing
 - d. Planning and control
14. _____ is an individual's capacity to influence decisions.
 - a. Span of control
 - b. Line authority
 - c. Staff authority
 - d. Power
15. Under _____ leadership maximum freedom is allowed to subordinates.
 - a. Autocratic leadership
 - b. Laissez faire
 - c. Democratic leadership
 - d. Paternalistic
16. Communication barrier due to same words and symbols is known as:
 - a. Physical barrier
 - b. Personal barrier
 - c. Semantic barrier
 - d. Organizational structure barrier
17. _____ is a selection test which judges the emotional ability which will help to judge process in the organization.
 - a. Personality test
 - b. Intelligence test
 - c. Mental ability test
 - d. None of the above

18. Promotion is a _____ source of recruitment.
- a. External
 - b. Internal
 - c. Macro
 - d. None of the above
19. Directing involves:
- a. Leadership
 - b. Motivation
 - c. Supervision
 - d. All the above
20. Espirit de corps means _____.
- a. Union is strength
 - b. Service is our motto
 - c. Buyer beware
 - d. Product is our strength

(Descriptive)

Time : 2 Hr. 30 Mins.

Marks : 50

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

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| 1. Justify the statement, 'Management is a science as well as an art'. | 10 |
| 2. Define management and explain the functions of management. | 4+6=10 |
| 3. Explain the significance and limitations of planning. | 5+5=10 |
| 4. Distinguish between:
a) Power and authority
b) Centralization and decentralization | 5+5=10 |
| 5. Define selection and explain the steps in selection process. | 2+8=10 |
| 6. Describe the communication process with a diagram. | 7+3=10 |
| 7. Define control and discuss the steps in controlling. | 2+8=10 |
| 8. Discuss the elements of scientific management. | 10 |

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