

**BACHELOR OF BUSINESS ADMINISTRATION
FIRST SEMESTER
PRINCIPLES OF MANAGEMENT
BBA – 101**

**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. Luther Gulick coined the word POSDCORB, which generally represents the initials of seven functions, CO stands for _____.
 - a. Communication
 - b. Coordination
 - c. Cooperation
 - d. Consistency
4. Primary focus of induction is _____.
 - a. Goal setting
 - b. Providing feedback
 - c. Introducing new employees
 - d. Decision making process
5. The Hawthorne Studies, which highlighted the significance of human factors in management was conducted by _____.
 - a. Douglas McGregor
 - b. Abraham Maslow
 - c. Chester Bernard
 - d. Elton Mayo
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."
- Fredrick W. Taylor
 - Henry Fayol
 - Robert Owen
 - None of these
8. _____ is about grouping of jobs.
- Organising
 - Directing
 - Planning
 - Controlling
9. What does recruitment involve?
- Setting goals
 - Acquiring and retaining human resources.
 - Decision making process
 - Providing feedback
10. Strategic planning is _____.
- Long term planning
 - Medium term planning
 - Short term planning
 - Annual planning
11. Formal authority flows from upwards to downwards in _____.
- Formal organization
 - Informal organization
 - Business or organization
 - Strategic organization
12. Which type of organization is permanent and stable?
- Formal organization
 - Informal organization
 - Business or organization
 - Strategic organization
13. Which of the following management functions are closely related?
- Planning and organizing
 - Staffing and control
 - Planning and staffing
 - Planning and control
14. _____ is an individual's capacity to influence decisions.
- Span of control
 - Line authority
 - Staff authority
 - Power
15. What distinguishes a leader from a manager?
- Level of authority
 - The focus on task
 - The ability to inspire and influence
 - The emphasis on planning
16. Communication barrier due to same words and symbols is known as:
- Physical barrier
 - Personal barrier
 - Semantic barrier
 - Organizational structure barrier
17. _____ is a selection test which judges the emotional ability which will help to judge process in the organization.
- Personality test
 - Intelligence test
 - Mental ability test
 - 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. In line and staff concept, line positions are responsible for _____.
- a. Providing advice and support
 - b. Directly achieving the organizational goals
 - c. Representing employee interest
 - d. Handling administrative task.

(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. Define planning and explain the steps in planning process. | 2+8=10 |
| 4. Distinguish between:
a) Power and authority.
b) Formal and Informal organization. | 5+5=10 |
| 5. Discuss the internal and external sources of recruitment. | 5+5=10 |
| 6. Describe the communication process with a diagram. | 7+3=10 |
| 7. Define span of management and explain the factors determining effective span of management. | 2+8=10 |
| 8. Define Leadership and discuss the different styles of leadership. | 2+8=10 |

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