

BACHELOR OF BUSINESS ADMINISTRATION
FIRST SEMESTER
PRINCIPLES OF MANAGEMENT
BBA – 101 [REPEAT]
[USE OMR FOR OBJECTIVE PART]

SET
A

Duration: 3 hrs.

Full Marks: 70

Time: 20 min.

(Objective)

Marks: 20

Choose the correct answer from the following:

1×20=20

1. "The principles of management emphasis logical decision making and avoiding bias or prejudice at all cost." This statement helps in -----.
 - a. Scientific decision making.
 - b. Provides manager with a valuable information.
 - c. Meet the changing requirements of a business environment.
 - d. All the above.
2. Which of the following describes the principle of harmony, not discord?
 - a. The management should properly investigate any task.
 - b. The management should engage in scientific enquiry.
 - c. The management should focus on observation and analysis.
 - d. The management should share the gains or profits of a company with their workers.
3. Which of the following describes the main objective behind functional foremanship?
 - a. To separate the top-level management of a company from its CEO.
 - b. To separate the planning function from the executive functions.
 - c. To provide zero free time to workers in a company.
 - d. None of the above.
4. Which of the following is the main motive behind carrying out a fatigue study?
 - a. It helps to calculate the standard output for employees within a task.
 - b. It helps to calculate the expected time taken for employees to complete their tasks.
 - c. It helps to calculate the duration of rest intervals given to employees.
 - d. None of the above.
5. Name one of the basic concept for smoothly running an organization.
 - a. Management
 - b. Planning
 - c. Coordination
 - d. None of the above.

6. Thinking for the future output is known as -----
 - a. Setting planning premises.
 - b. Making derivative plans.
 - c. Making policy.
 - d. All of the above.
7. The plan that involves some procedure and rule is known as -----
 - a. Programme
 - b. Strategy
 - c. Budget
 - d. All the above.
8. What is the core of making a plan?
 - a. Organizing
 - b. Thinking in advance.
 - c. Directing
 - d. None of the above.
9. Planning can be performed at -----
 - a. Supervising level.
 - b. Top level.
 - c. Middle level.
 - d. All the above.
10. Which one is a type of organizational structures?
 - a. Functional structure.
 - b. Responsibility structure.
 - c. Behavioural structure.
 - d. None of the above.
11. Accountability is derived from -----
 - a. Authority
 - b. Formal position
 - c. Responsibility
 - d. All of the above
12. As the span of management increases in an organization, the number levels of management in the organization
 - a. Increases
 - b. Decreases
 - c. Remains unaffected
 - d. None of the above.
13. Which of the following ways help in improving communication effectiveness?
 - a. Ensuring proper feedback.
 - b. Being a good listener.
 - c. Ensuring follow up.
 - d. All the above.
14. ----- is the process of introducing the selected employee to other employees and familiarizing him with the rules and policies of the organization.
 - a. Orientation
 - b. Selection
 - c. Training
 - d. Recruitment
15. Which of the following are the external sources of recruitment?
Direct recruitment b) Transfer c) Casual callers d) Campus recruitment.
 - a. A, C and D only
 - b. A, B and C only
 - c. B, C and D only
 - d. None of the above.

16. ----- is a process of influencing the behaviour of people by making them strive voluntarily towards the achievement of organizational goals.
- a. Supervision
 - b. Communication
 - c. Leadership
 - d. Motivation
17. Which type of communication involves clues such as body language and facial expressions?
- a. Written communication
 - b. Verbal communication
 - c. Visual communication
 - d. Formal communication
18. Which of the following is not an importance of controlling?
- a. Judging accuracy of standards.
 - b. Effective use of resources.
 - c. Ensure order and discipline.
 - d. Exploitation of resources.
19. Controlling function of an organization is -----
- a. Forward looking
 - b. Backward looking
 - c. Both forward and backward looking.
 - d. None of the above.
20. Workforce analysis is a part of -----
- a. Recruitment process
 - b. Selection process
 - c. Training and development process
 - d. Estimation of manpower requirement.

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(Descriptive)

Time: 2 hr. 40 mins.

Marks: 50

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

1. Define management and discuss the functions of management. 2+8=10
2. Discuss any ten principles of management given by Henry Fayol. 10
3. What is MBO? Discuss four merits and demerits of MBO. 2+8=10
4. Distinguish between: 5+5=10
 - a) Authority and Power
 - b) Centralization and Decentralization.
5. a) What is leadership? Mention four characteristics of a leader. 5+5=10
 - b) Discuss different styles of leadership.
6. a) Explain the elements of communication. 5+5=10
 - c) Discuss five barriers of communication.
7. Define recruitment and explain the various sources of recruitment. 2+8=10
8. a) Explain the concept of induction and placement. 5+5=10
 - b) Differentiate between formal and informal communication.