

BBA
6TH SEMESTER
Management Development & Skill
BBA - 28

Duration: 3 Hrs.

Marks: 70

{ Part : A (Objective) = 20 }
{ Part : B (Descriptive) = 50 }

[PART-B : Descriptive]

Duration: 2 Hrs. 40 Mins.

Marks: 50

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

1. Explain any ten principles of Henry Fayol that are known as Fayol's Fourteen principles. 10
2. Define Management. Discuss the different Managerial skills with levels of management. 2+8=10
3. What do you mean by Staffing? What are the sources of Recruitment? Discuss the different types of Decision making. 2+3+5=10
4. Explain the principles of Scientific management and Contingency approach. 5+5=10
5. What do you mean by Recruitment and Selection? Discuss the relation between Planning and Controlling. 2+2+6=10
6. Why Co-ordination is considered as an essence of Management? How Staffing is important for an organisation? 5+5=10
7. Define Planning. Discuss the different merits and demerits of Planning 2+8=10
8. What do you mean by Formal and informal Organisation? Highlights some scopes of Organising. 4+6=10

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[PART-A : Objective]

Choose the correct answer from the following:

1X20=20

1. Which of the following is known as Father of Principle Management?
 - a. Henry Fayol
 - b. F. W. Taylor
 - c. Peter Drucker
 - d. Philip Kotler
2. "Doing the right things" is the meaning of which of the following concept?
 - a. Effectiveness
 - b. Perfection
 - c. Efficiency
 - d. Correct
3. Which of the following skill is required at highest degree at the top level?
 - a. Human skill
 - b. Technical skill
 - c. Conceptual skill
 - d. Organising skill
4. "Top level Managers deal with strategic management"- state True or False.
 - a. False
 - b. True
5. Which of the following is known as Father of Modern Management Theory?
 - a. Henri Fayol
 - b. Elton Mayo
 - c. F.W Taylor
 - d. A. H Maslow
6. Planning is affected by which of the following factor?
 - a. Direct-action environment
 - b. Indirect-action environment
 - c. Both a & b
 - d. Neither a nor b
7. Which of the following plan is used to measure the performance of pre-determined targets against the actual one?
 - a. Policies
 - b. Standards
 - c. Rules
 - d. Strategies
8. Which of the following decision is based on pre-defined policies and rules?
 - a. Programmed decision
 - b. Non programmed decision
 - c. Direct Decision
 - d. Co-operative decision

9. Which of the following is highlighted by Organisational Chart?
 - a. Leadership style
 - b. Span of control
 - c. Structure of relationship
 - d. Motivational level
10. Which of the following defines the number of subordinates that a manager can manage efficiently?
 - a. Unity of direction
 - b. Span of control
 - c. Unity of Command
 - d. Power of leadership
11. Which of the following is correct with Large Sized groups?
 - a. Decrease group cohesiveness
 - b. Do not affect group cohesiveness
 - c. Increases group cohesiveness
 - d. Increases productivity
12. 1. Match the following:

List-I A.14 principles of management B.Time and Motion study C.Hawthorne experiment D.Bureaucracy	List II i. Max Webber ii. Elton Mayo iii. F. W Taylor iv. Henry Fayol
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 - a. A-i, B-ii, C-iii, D-iv
 - b. A-ii, B-iii, C-iv, D-i
 - c. A-iv, B-iii, C-ii, D-i
 - d. A-iii, B-iv, C-i, D-ii
13. With which type of communication the Gang Plank that given by Henry Fayol, is associated?
 - a. Upward Communication
 - b. Informal Communication
 - c. Downward Communication
 - d. Lateral communication
14. What does Unity of Command indicate?
 - a. An employee should receive order from one superior
 - b. Person giving command must have authority
 - c. Unified command and control
 - d. None of the above.
15. Management is multidisciplinary, so it includes knowledge from which of the following discipline?
 - a. Psychology
 - b. Science
 - c. Economics
 - d. All of the above
16. The concept of Management "Getting things done by other people" is described by which of the following Management Philosopher?
 - a. F. W Taylor
 - b. Robinson
 - c. Henry Fayol
 - d. Marry Parker Follett
17. Hawthorne Experiment is related to which of the following theory?
 - a. System theory

- b. Scientific management theory
 - c. Human relations theory
 - d. All of the above.
18. Which of the following key ethical principle is followed in Management generally?
- a. Fulfilling commitment
 - b. Caring and compassion
 - c. Being accountable for decision
 - d. All of the above
19. Which of the following is a single use plan?
- a. Budget
 - b. Procedure
 - c. Rule
 - d. Policy
20. Which of the following is/are the principle of Scientific Management?
- a. Separation of Planning from doing
 - b. Functional Foremanship
 - c. Mental Revolution
 - d. All of the above.

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University of Science and Technology, Meghalaya

Date Stamp: _____

SESSION 2016-17 COURSE _____ PAPER Code: _____ NAME OF THE PAPER: _____ SEMESTER _____																																																		
Instructions to Candidates	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">For Objective Type Questions</td> <td rowspan="10" style="vertical-align: top; padding: 5px;"> Session: 2016-17 Course _____ Roll No. _____ Enrollment No. _____ Semester _____ Name of the Paper _____ Paper Code _____ </td> </tr> <tr> <td style="text-align: center;">Page No.</td> <td style="text-align: center;">Marks</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: center;">Total</td> </tr> <tr> <td colspan="2" style="text-align: center;">For Descriptive Type Questions</td> </tr> <tr> <td style="text-align: center;">Question No.</td> <td style="text-align: center;">Marks</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: center;">Total</td> </tr> <tr> <td colspan="2" style="text-align: center;">Grand Total</td> </tr> </table>	For Objective Type Questions		Session: 2016-17 Course _____ Roll No. _____ Enrollment No. _____ Semester _____ Name of the Paper _____ Paper Code _____	Page No.	Marks																	Total		For Descriptive Type Questions		Question No.	Marks																			Total		Grand Total	
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<ol style="list-style-type: none"> 1. This answer booklet has 4 pages. Please check before writing whether it is complete or in good condition. 2. Do not write your name anywhere in the answer booklet. 3. Write legibly on both sides of the paper 4. You may use some space for any rough notes or calculation on the answer booklet if you need. These rough notes, calculations must be scored out before submitting the answer booklet. 5. Do not bring any book or loose paper in the examination hall. 6. Do not tear any page from the answer booklet. 7. Do not write anything on the question paper or blotting paper or any pieces of paper while you are in the examination hall. 8. Any act of indiscipline or misbehavior in the examination hall will result in your expulsion. 9. No examinee is allowed to leave the examination hall until 30 minutes lapse after the commencement of the examination. 10. Additional answer sheet will be supplied after the main answer booklet is completed. 																																																		

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