

MASTER OF BUSINESS ADMINISTRATION
Fourth Semester (Repeat)
BASICS OF MANAGEMENT (MDC)
(MBA – 407)

Duration: 3Hrs.

Full Marks: 70

Part-A (Objective) =20
Part-B (Descriptive) =50

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

Answer any four from Question no. 2 to 8
Question no. 1 is compulsory.

1. Describe in brief the management process. Why is management important for all organizations? (5+5=10)
2. What are the different principles of direction? What are the different qualities required in supervisor? (6+4=10)
3. What are the different types of control? Explain each. Explain the steps of control. (5+5=10)
4. Discuss different levels of management in a business enterprise. Write a short note on managerial skills. (5+5=10)
5. What is Organising? What is the difference between formal and informal organization structure? (2+8=10)
6. Describe the different steps of planning function. What are the different levels of strategy? (6+4=10)
7. Explain the barriers of communication. State the elements of the process of communication. (7+3=10)
8. Explain the meaning and importance of staffing. What are the sub-functions of Staffing? (5+5=10)

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Duration: 20 minutes

Marks – 20

(PART A - Objective Type)

I. Choose the correct answer:

1×20=20

1. _____ involves establishing the essential relationships among people, tasks and activities.
a. Planning
b. Organising
c. Directing
d. Controlling
2. Organization Chart shows _____
a. Structure of Relationship
b. Span of Control
c. Leadership Style
d. Flexibility
3. Informal organisation are _____
a. Tall
b. Irrelevant
c. Flexible
d. Wide
4. External Environment includes _____
a. Only political and legal aspects
b. Only consumers and suppliers
c. Only Competitors
d. Political and legal aspects, consumers, suppliers and competitors
5. (1) Management is a social process.
(2) Management is not an iterated process.
(3) Management is not a continuous process.
Which statements are false?
a. 1 and 2
b. 1 and 3
c. 2 and 3
d. All of the above

6. Identify the correct sequence:
a. Planning, Staffing, Organising, Directing, Controlling
b. Planning, Organising, Directing, Staffing, Controlling
c. Planning, Organising, Staffing, Directing, Controlling
d. Planning, Directing, Organising, Staffing, Controlling
7. Managers at top level are also known as _____
a. Chief Executive Officers
b. Departmental Managers
c. Operating Managers
d. None of the above
8. Skills required at the top level are:
a. Conceptual skills
b. Human skills
c. Technical skills
d. None of the above
9. _____ means breaking the main task into smaller units.
a. Departmentation
b. Decentralisation
c. Division of labour
d. Delegation
10. Planning is important because it provides:
a. Financial benefits
b. Competitive advantage
c. Optimum utilization of resources
d. All of the above
11. _____ deals with framing organizational objectives and devising ways to achieve them.
a. Efficiency
b. Planning
c. Directing
d. Controlling
12. Strategy is a _____
a. Unnecessary action
b. Illogical action
c. Course of action
d. Corrective action
13. _____ is the force that drives a person to action. It is an important element of direction.
a. Adaptation
b. Communication
c. Selection
d. Motivation

14. Management is _____
- Art
 - Science
 - Art and Science
 - None of the above
15. _____ ensures that objectives are achieved with minimum deviations.
- Planning
 - Organising
 - Directing
 - Controlling
16. Direction involves:
- Motivation
 - Leadership
 - Communication
 - All the above
17. _____ means the number of subordinates that a supervisor can effectively supervise.
- Authority
 - Span of Control
 - Co-operation
 - Scholar Chain
18. Which of the following is not a limitation of planning?
- Lack of knowledge
 - Interdependence of units
 - Guide to organisational activities
 - Financial consideration
19. _____ means exchange of ideas, messages and information between two or more person through a medium.
- Adaptation
 - Communication
 - Selection
 - Motivation
20. Which of the following is not the responsibility of HR Managers?
- Training
 - Compensation
 - Financial Budget
 - Motivation



University of Science and Technology, Meghalaya

Date Stamp: _____

SESSION 2016-17			
COURSE _____ PAPER CODE: _____			
NAME OF THE PAPER: _____			
SEMESTER _____			
<p align="center">Instructions to Candidates</p> <ol style="list-style-type: none"> This answer booklet has 4 pages. Please check before writing whether it is complete or in good condition. Do not write your name anywhere in the answer booklet. Write legibly on both sides of the paper 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. Do not bring any book or loose paper in the examination hall. Do not tear any page from the answer booklet. Do not write anything on the question paper or blotting paper or any pieces of paper while you are in the examination hall. Any act of indiscipline or misbehavior in the examination hall will result in your expulsion. No examinee is allowed to leave the examination hall until 30 minutes lapse after the commencement of the examination. Additional answer sheet will be supplied after the main answer booklet is completed. 	For Objective Type Questions		
	Page No.	Marks	Session: 2016-17 Course _____ Roll No. _____ Enrollment No. _____ Semester _____ Name of the Paper _____ _____ Paper Code _____
Total			
For Descriptive Type Questions			
Question No.	Marks		
Total			
Grand Total			

Scrutinizer's Signature

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Invigilator's Signature