

**BACHELOR OF BUSINESS ADMINISTRATION  
FIRST SEMESTER [REPEAT]  
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. \_\_\_\_\_ is about grouping of jobs.
  - a. Organising
  - b. Directing
  - c. Planning
  - d. Controlling
2. Which type of organization is permanent and stable?
  - a. Formal organization
  - b. Informal organization
  - c. Business or organisation
  - d. Strategic organization
3. \_\_\_\_\_ is an individual's capacity to influence decisions.
  - a. Span of control
  - b. Line authority
  - c. Staff authority
  - d. Power
4. \_\_\_\_\_ 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
5. Promotion is a \_\_\_\_\_ source of recruitment.
  - a. External
  - b. Internal
  - c. Macro
  - d. None of the above
6. Directing involves:
  - a. Leadership
  - b. Motivation
  - c. Supervision
  - d. All the above
7. Under \_\_\_\_\_ leadership maximum freedom is allowed to subordinates.
  - a. Autocratic leadership
  - b. Laissez faire
  - c. Democratic leadership
  - d. Paternalistic
8. Communication barrier due to same words and symbols is known as:
  - a. Physical barrier
  - b. Personal barrier
  - c. Semantic barrier
  - d. Organizational structure barrier

9. Every subordinate should receive orders from and be accountable to only one superior is \_\_\_\_\_.
  - a. Unity of direction
  - b. Unity of command
  - c. Centralization
  - d. Scalar chain
10. Study of the movements of both the workers and the machine to eliminate wasteful movement is \_\_\_\_\_.
  - a. Fatigue study
  - b. Time study
  - c. Motion study
  - d. Work-study
11. Espirit de corps means \_\_\_\_\_.
  - a. Union is strength.
  - b. Service is our motto
  - c. Buyer beware.
  - d. Product is our strength.
12. 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
13. 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
14. 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
15. 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
16. 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
17. The first and foremost function of management is \_\_\_\_\_.
  - a. Planning
  - b. Organizing
  - c. Controlling
  - d. Coordination

18. Strategic planning is \_\_\_\_\_.
- a. Long term planning
  - b. Medium term planning
  - c. Short term planning
  - d. Annual planning
19. 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
20. Formal authority flows from upwards to downwards in \_\_\_\_\_.
- a. Formal organization
  - b. Informal organization
  - c. Business or organisation
  - d. Strategic organization

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**(Descriptive)**

Time : 2 Hr. 30 Mins.

Marks : 50

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

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|--|--------|
| 1. Discuss Henry Fayol's general principles of management.             | 10     |
| 2. Explain the following:  | 5+5=10 |
| a) The characteristics of management                                   |        |
| b) The skills of a manager   | -      |
| 3. What is planning and describe Management By Objective.              | 4+6=10 |
| 4. Distinguish between:  | 5+5=10 |
| a) Formal and informal organization                                    |        |
| b) Authority and power   |        |
| 5. Define recruitment and explain the sources of manpower recruitment. | 2+8=10 |
| 6. Write short notes on the following:                                 | 5+5=10 |
| a) Induction   |        |
| b) Directing   |        |
| 7. Illustrate the various styles of leadership.                        | 10     |
| 8. Define communication and describe the elements of communication.    | 3+7=10 |

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