

BBA Sem I

Total number of printed pages— 5

47 (1) PRMN 1-4

2010

PRINCIPLES OF MANAGEMENT

Paper : 1-4

Full Marks : 80

Time : Three hours

The figures in the margin indicate full marks for the questions.

1. A. Fill in the gaps with appropriate words :
1×4=4
- (i) _____ is what a manager does.
 - (ii) _____ was the first to discuss the philosophy of MBO.
 - (iii) Administration performs _____ functions.
 - (iv) _____ is an internal feeling which drives a person to action.

Contd.

B. Choose the correct answers from the following :

1×4=4

- (i) Planning is basically a —
 - (a) Motivating process.
 - (b) Organising process.
 - (c) Decision-making process.
- (ii) Managerial Grid was developed by :
 - (a) H. Fayol
 - (b) A. Maslow
 - (c) R. Blake and James S. Mouton.
- (iii) Hawthorn studies gave birth to
 - (a) Scientific Management.
 - (b) Social systems theory.
 - (c) Human-relations approach of Management.
- (iv) The primary function of Management is
 - (a) Planning
 - (b) Organising
 - (c) Controlling.

(c) State whether true or false : $1 \times 2 = 2$

- (i) Everything which goes to reduce the role of a sub-ordinate is centralisation of authority.
- (ii) Participative leadership discourages mutual consent.

2. Give short answers to following : (any five) $2 \times 5 = 10$

- (a) Define Management.
- (b) What is delegation of authority ?
- (c) State two characteristics of motivation.
- (d) What is Human-relations approach of management ?
- (e) State two distinctions between authority and responsibility.
- (f) What is PODSCORB ?
- (g) What is Controlling ?

3. Distinguish between : (any three) $4 \times 3 = 12$

- (a) Management Vs. Administration.

- (b) Centralisation of authority Vs. decentralisation of authority.
- (c) Formal organisation Vs. Informal organisation.
- (d) Authority Vs. Power.
- (e) Delegation of authority Vs. Decentralisation of authority.

4. Answer the following : *(any three)* $6 \times 4 = 24$

- (a) "Planning is forward-looking, whereas controlling is looking-back". Explain the statement.
- (b) What is Scientific Management? Briefly explain *any three* principles of scientific management.
- (c) "Co-ordination is regarded as the essence of management."— Why?
- (d) Explain in brief the stages involved in the process of control.
- (e) What are the assumptions of 'theory X' and 'theory Y'?

- (f) Briefly explain the important managerial skills.

5. Explain in brief systems-approach and contingency approach of Management. 8

Or

Explain in brief the *fourteen* principles of management as propounded by Henry Fayol.

- 6. What is Planning? Briefly explain the stages involved in the process of planning. 8

Or

Explain in detail the Maslow's theory of motivation.

- 7. Define leadership. Explain the various styles of leadership. 8

Or

What are the tasks before the managers in current changing business scenario?