

**U.G. 1st Semester Examination - 2021****B.B.A.****Course Code : BBBACCHT 101****Course Title: Principles and Practices of Management**

Full Marks : 40

Time : 2 Hours

*The figures in the right-hand margin indicate marks.**Candidates are required to give their answers in their own words as far as practicable.*1. Answer any **ten** questions of the following:

1×10=10

- a) What is time study?
- b) What do you mean by centralization?
- c) Who gave the concept of scientific management theory?
- d) Define contingency approach.
- e) Name three kinds of leadership style.
- f) What do you mean by operative functions?
- g) Name the principle of management which is similar to military organization.

- h) State the levels of management.
- i) Mention one merit of decentralization.
- j) Mr. A is a branch manager of State Bank of India. He is in middle level management (True/False).
- k) Which function of management describes it as the process through which a manager looks to the future and discovers alternative courses of action?
- l) Is there any difference between authority and power?
- m) In line and staff organisation, who have the authority to take decisions?
- n) What is Direction?
- o) Who is the pioneer of Human Relation Approach?

2. Answer any **five** questions of the following:

2×5=10

- a) State the basic difference between standing and single use plan.
- b) What do you mean by scalar chain?
- c) Differentiate between a leader and a manager.
- d) What is the importance of staffing as a functions of management?

*[Turn Over]*

- e) Mention any two nature of management.
- f) What is SWOT analysis?
- g) "Co-ordination is the essence of management"  
– Explain in brief.
- h) Distinguish between Management and Administration.

3. Answer any **two** questions of the following:

$$5 \times 2 = 10$$

- a) Management is art or science? Briefly discuss.
- b) What is controlling? Mention the various elements of control system.
- c) Discuss the merits of centralisation.

4. Answer any **one** question of the following:

$$10 \times 1 = 10$$

- a) Why leadership is considered situational in nature? Write a brief note on formal and informal organisations.  $4 + (3 + 3)$
- b) Write short notes (any **two**):  $5 \times 2 = 10$ 
  - i) Matrix organisation
  - ii) Administrative theory of Management
  - iii) Line and Staff Organisation
- c) "Planning moves in a sequential processes" – Discuss.  $10$