

year

**Bachelor of Business Administration  
Annual Examinations – 2006**

**Paper BBAD - 101  
Principles of Management**

Time allowed: Three hours

Maximum Marks: 100

Question paper is divided into three sections – A, B & C. Read the instructions given in each section before answering the question

**SECTION – I**

Marks

Q1. Attempt all questions. Each question carries equal marks.

1X20=20

- i) The five important functions of management are planning, organizing, staffing, directing and \_\_\_\_\_.
- ii) In most organisations there are generally three levels of management \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
- iii) \_\_\_\_\_ is known as father of scientific management approach.
- iv) Dispersal of decision making power to the lower level of organisation is called as \_\_\_\_\_.
- v) Theory of motivation based on Hierarchy of needs is given by \_\_\_\_\_.
- vi) According to Herzberg, two types of factors affects Motivation \_\_\_\_\_ and \_\_\_\_\_.
- vii) \_\_\_\_\_ may be defined as “Job to be filled with the right people, with the right knowledge, skills and attitudes”.
- viii) \_\_\_\_\_ is the process of discovering the potential applicants for actual or anticipated organisational vacancies.
- ix) Process of moving person through different jobs at the same level of responsibility is known as \_\_\_\_\_.
- x) \_\_\_\_\_ method is said to be midway between ‘learn by doing’ and ‘leave by listening’.
- xi) System of control through which a critical resource is held at a detailed level of self – regulating mechanism is called as \_\_\_\_\_.
- xii) MBO is an abbreviation of \_\_\_\_\_.
- xiii) When all members of group work together for a common goal. It is called as \_\_\_\_\_.
- xiv) \_\_\_\_\_ theory of leadership is based on the assumption that there are certain distinguishing characteristics or traits that makes an individual a leader.
- xv) Three important leadership styles are \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
- xvi) The participative leadership is also called as \_\_\_\_\_.
- xvii) Communication which flows from superior to sub-ordinates with the help of scalar chain is called as \_\_\_\_\_.

- xviii) \_\_\_\_\_ was previously referred as Military Organisation or departmental \* plan.
- xix) \_\_\_\_\_ refers to the number of sub-ordinates reporting directly to the single manager who is accountable for their activity.
- xx) The two streams of classical theories are scientific management and \_\_\_\_\_ management.

## SECTION – II

Q2. Answer six questions. All questions carry equal marks i.e. 5 marks each 5X6=30

1. What is the systems approach to an organisation? Explain salient characteristics of a system.
2. Explain the importance of planning in business organisation. What are the essentials of a good plan?
3. Differentiate between line and staff organisation.
4. State the advantages and limitations of Decentralization?
5. "Delegation of Authority is not loss of power, it is enhancement of power". Examine.
6. Explain formal and informal communication.
7. Discuss Maslow's theory of Motivation in brief.
8. How job specification is different from job description?

## SECTION – III

Q3. Attempt any five questions. All questions carry equal marks i.e.10 marks 5X10=50

1. Define Leadership. What qualities (traits) are necessary for a successful leader? Discuss various Leadership Styles.
2. What is reward? Explain the main types of rewards? State the precautions to be taken while selecting an employee for the purpose of giving him reward.
3. Distinguish between Theory X and Theory Y of human behaviour. Why is Theory Y more popular in modern times?
4. What are the principles of effective communication? Discuss the obstacles or barriers in communication.
5. What is group cohesiveness? What are the factors influencing cohesiveness of a group? How does cohesiveness of a group influence productivity?
6. Explain the committee form of organisation. What are the fundamental principles followed? Give its advantages and limitations
7. Explain the matrix form of organisation. Structure with the help of diagram. What are the reasons for adopting such structure?
8. Discuss the meaning, methods and importance of Departmentation. What basic factors should be kept in mind while creating departments in an organisation?