

Total number of printed pages-4

47 (1) BBA-HC-1026

2023

PRINCIPLES OF MANAGEMENT

Paper : BBA-HC-1026

Full Marks : 80

Time : Three hours

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

1. State whether the following statements are 'True' or 'False' : 1×5=5
 - (a) Maslow's theory of motivation deals with hierarchy of needs.
 - (b) Authority can't be delegated.
 - (c) Line organization represents vertical relationship.
 - (d) Positive motivation includes punishment for low performance.
 - (e) An organisation involves division of work.

Contd.

2. Fill in the blanks with appropriate words : 1×5=5

- (a) _____ was the first person to discuss about the philosophy of MBO.
- (b) Budgeting is a technique of _____.
- (c) Managerial roles are classified into _____ categories.
- (d) _____ stands for 'management by objectives'.
- (e) Two-factor theory of motivation was founded by _____.

3. Answer briefly : **(any five)** 2×5=10

- (a) Give the definition of planning.
- (b) What is a strategy?
- (c) What is zero-base budgeting?
- (d) Write two advantages of planning.
- (e) Mention two characteristics of an informal group.
- (f) What is decentralisation?
- (g) What do you mean by span of control?

4. Answer in short : **(any four)** $5 \times 4 = 20$

- (a) Briefly discuss the qualities of a successful leader.
- (b) Explain Maslow's Need Hierarchy theory.
- (c) Briefly explain the principles of scientific management.
- (d) Distinguish between delegation of authority and decentralisation.
- (e) "Management is an art as well as science." Discuss.
- (f) Distinguish between formal and informal organisations.

5. Answer the following questions : **(any five)**
 $8 \times 5 = 40$

- (a) What is planning? State the advantages and disadvantages associated with planning. $2 + 6 = 8$
- (b) Discuss Henry Fayol's fourteen principles of management.
- (c) What is co-ordination? State the process of co-ordination. $3 + 5 = 8$

(d) Discuss the major elements of staffing function.

(e) Discuss the major emerging horizons of management.

(f) What is directing? State the importance of directing in an organisation. $2+6=8$

(g) Write short notes on : **(any two)**

$4+4=8$

(i) Line organisation

(ii) Motivation

(iii) Systems approach to management