

D 12582

(Pages : 2)

Name.....

Reg. No.....

FIRST SEMESTER (CBCSS—UG) DEGREE EXAMINATION, NOVEMBER 2021

B.B.A.

BBA 1B 01—MANAGEMENT THEORY AND PRACTICES

(2021 Admissions)

Time : Two Hours and a Half

Maximum : 80 Marks

Section A*Answer at least ten questions.**Each question carries 3 marks.**All questions can be attended.**Overall Ceiling 30.*

1. What is meant by man power planning ?
2. What is a budget ?
3. What is TQM ?
4. What do you mean by departmentation ?
5. What is meant by the Unity of Direction principle ?
6. What do you mean by Functional Foremanship ?
7. What is meant by business ethics ?
8. List out any four features of planning.
9. Define management.
10. What is meant by Corporate Governance ?
11. What do you mean by promotion and transfer ?
12. What is meant by Line organization ?
13. What is job analysis ?
14. What do you mean by training ?
15. What is lean management ?

(10 × 3 = 30 marks)

Turn over

Section B

*Answer at least **five** questions.*

Each question carries 6 marks.

All questions can be attended.

Overall Ceiling 30.

16. What are the various steps involved in the control process ?
17. Explain the various techniques of scientific management.
18. List out the merits and demerits of the Bureaucratic approach or Bureaucracy.
19. Explain any five external sources of recruitment.
20. Write a note on the levels of management.
21. What are the basic principles of Indian Ethos for Management ?
22. Explain any five factors that affect or influence the Span of Control.
23. Write a short note on Business Process Re-engineering.

(5 × 6 = 30 marks)

Section C

*Answer any **two** questions.*

Each question carries 10 marks.

24. Explain the various types of plans. Also, discuss the planning process.
25. Explain the three types of theories covered under the modern approach to management.
26. What do you mean by centralization and decentralization ? List out its benefits and limitations.
27. What do you mean by staffing ? What are the various factors affecting staffing ?

(2 × 10 = 20 marks)

D 12582-A

(Pages : 4)

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BBA 1B 01—MANAGEMENT THEORY AND PRACTICES

(2021 Admissions)

(Multiple Choice Questions for SDE Candidates)

Time : 15 Minutes**Total No. of Questions : 20****Maximum : 20 Marks****INSTRUCTIONS TO THE CANDIDATE**

1. This Question Paper carries Multiple Choice Questions from 1 to 20.
2. The candidate should check that the question paper supplied to him/her contains all the 20 questions in serial order.
3. Each question is provided with choices (A), (B), (C) and (D) having one correct answer. Choose the correct answer and enter it in the main answer-book.
4. The MCQ question paper will be supplied after the completion of the descriptive examination.

BBA 1B 01—MANAGEMENT THEORY AND PRACTICES

(Multiple Choice Questions for SDE Candidates)

1. Father of Modern Management theory is _____.
(A) Henry Fayol. (B) F.W.Taylor.
(C) Henry Gantt. (D) None.
2. According to functional foremanship, the speed boss, Inspector, foreman and gang boss are entrusted with the _____ aspect of work.
(A) Planning. (B) Organizing.
(C) Doing. (D) None of these.
3. The principle of Unity of command is contrary to Taylors _____.
(A) Rule of thumb. (B) Unity of Direction.
(C) Functional foremanship. (D) None of these.
4. The Book “ Functions of Executive” was written by _____.
(A) P.F. Drucker. (B) Chester Barnard.
(C) Herbert Simon. (D) None.
5. The author of the famous book “General and Industrial Management” is _____.
(A) Henry Fayol. (B) F.W. Taylor.
(C) Henry Gantt. (D) None.
6. Authority and responsibility are _____ to each other.
(A) Supplementary. (B) Complementary.
(C) Contradictory. (D) None.
7. According to _____ principle, there should always exist one head and one plan for a group of activities having the same objective.
(A) Unity of direction. (B) Unity of command.
(C) Esprit de corps. (D) None.

8. Koontz and O'Donnel are advocates of _____ approach to management.
- (A) Empirical. (B) Management science.
(C) Contingency. (D) Operational.
9. According to _____ Core competency must be the central subject of Corporate strategy
- (A) Henry Fayol. (B) F.W.Taylor.
(C) C.K. Prahlad. (D) Peter F. Drucker.
10. _____ believed that leaders are not born but also developed through proper training in human behavior.
- (A) Mary Parker Follet. (B) F.W.Taylor.
(C) C.K. Prahlad. (D) Peter F. Drucker.
11. _____ is a detailed and systematic study of jobs to know the nature and characteristics.
- (A) Man power planning. (B) Job analysis.
(C) Staffing. (D) All of these.
12. The result of job analysis written in a statement is known as :
- (A) Job description. (B) Job specifications.
(C) Man power planning. (D) None of these.
13. _____ is considered as a negative function of management.
- (A) Selection. (B) Recruitment.
(C) Training. (D) Placement.
14. Autocratic style of leadership is also known as _____.
- (A) Authoritarian. (B) Participative.
(C) Free rein. (D) None of these.
15. The term "Open-Book Management" (OBM) was coined by _____.
- (A) Henry Fayol. (B) Michael Hammer.
(C) Jack Stack. (D) None of these.

Turn over

16. _____ is a situation where a moral conflict arises.
- (A) Ethical issues. (B) Conflicts.
(C) Demotivation. (D) None of these.
17. _____ is an approach to creating continuous improvement based on the idea that small, ongoing positive changes.
- (A) TQM. (B) BPR.
(C) Kaizen. (D) Lean Management.
18. _____ represent an individual's highest priorities and deeply held driving forces.
- (A) Values. (B) Principles.
(C) Culture. (D) Ethics.
19. A _____ is a written document, inspirational in contents and specify clearly what is acceptable or unacceptable behavior at workplace and beyond, when the employees represent their organizations outside.
- (A) Code of conduct. (B) Business Ethics
(C) All of these. (D) None of these
20. _____ is a set of values, beliefs, goals, norms and ways of solving problems by the members of the organization.
- (A) Corporate culture. (B) Organizational culture.
(C) Both of these. (D) None of these.