

U.G. 1st Semester Examination - 2020**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 do you mean by management?
- b) What is Motion study?
- c) Guideline for decision making is regarded as policy/procedure/strategy. Which is correct?
- d) What do you mean by 'Closed system'?
- e) What is narrow span of management?
- f) Mention one demerit of centralisation.

- g) Who is the pioneer of Bureaucratic Management?
- h) In line and staff organisation, who will be ultimately responsible for the achievement of desired target?
- i) What do you mean by autocratic leadership?
- j) What do you mean by empathy?
- k) What is Feed-forward control?
- l) What is pre-control?
- m) Is there any difference between authority and power?
- n) Do you think that coordination is the essence of management or function of management?
- o) Which management approach talks in term of "different horses for different courses."?

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

2×5=10

- a) Mention two demerits of 'Scientific Management'.
- b) What is SWOT?
- c) Mention the steps in control.

- d) What do you mean by programmed decisions?
- e) Mention any two demerits of staff organization.
- f) Distinguish between Management and Administration.
- g) Mention two important functions of top level management.
- h) What is the basic difference between unity of command and functional management?

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

5×2=10

- a) Discuss the various steps in planning.
- b) Explain the factors on which span of management depend.
- c) Discuss the principles relating to direction process.

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

10×1=10

- a) Discuss the functions of management.
- b) Explain the contributions of F.W. Taylor in the development of Scientific Management.

c) Write short notes (any **two**): 5×2=10

- i) System Approach
- ii) Decentralisation
- iii) Step in Planning Process
