Dr. Babasaheb Ambedkar Open University
Term end Examination July - 2016

Course	**: BBAHT**		
Subject Code	**: BBAHT – 101(Old & New)**	**Max. Marks**	**: 70**
Subject Name	**: Principles of Management**	**Duration**	**: 03 hours**
Date	**:**	**Time**	**:**

SAMPLE QUESTION PAPER

Section A

Answer the following (any three) **(30)**

1. Define management and discuss the nature of management.

2. Explain Single use Plans and Standing Plans with the help of a diagram.

3. What are Line and Staff Organization structure. Discuss the merits and demerits of Line and Staff organization structure.

4. Discuss the advantages and disadvantages of Centralization and Decentralization.

5. Describe the elements of delegation and list the steps in delegation.

Section B

Answer the following (any four) **(20)**

1. Explain the limitations of planning.

2. Discuss any five Principles of Organising.

3. Explain the merits and demerits of Informal organization.

4. Write short notes on:

a) Unity of Command b) Division of Work

5. Briefly explain the three levels of management.

6. Explain the guidelines for making effective decisions.

Section C

A. State whether the following statements are True or False: **(10)**

1. Making a decision implies that there are alternative choices to be considered.
2. Money is the only motivational factor for workers to increase their productivity.
3. A delay in decision making results in lost opportunities.
4. Middle level managers execute the plans of the organization.
5. In arbitration style of decision making the leader of a group makes the decision for the group.

6. Budget plans are an example of single use plans.
7. When a manager delegates authority he also delegates responsibility.
8. Mission statements are not a part of the Planning function.
9. Organisations having high degree of delegation are considered centralized.
10. Informal organizations create an environment for innovation and originality.

B. Fill in the blanks choosing the right word (10)

1. _____ management developed a rational approach to solving organizational problems.
   a. Scientific b. Administrative
2. _____ is the act of overseeing the work of subordinates.
   a. Supervision b. Delegation
3. Management principles are ____ not absolute hence they should be applied accordingly.
   a. Relative b. Rigid
4. _____ is a study of identifying and choosing alternatives based on the value and preferences of the decision maker.
   a. Planning b. Decision-making
5. _____ level management lays down the objectives and policies of an organization.
   a. Middle b. Top
6. _____ organization promotes discipline in an enterprise.
   a. Informal b. Formal
7. _____ creates a scheme for future action, to bring about specific results at a specific cost in a specific time period.
   a. Planning b. Controlling
8. In _____ organization unity of command is maintained in a straight and constant line.
   a. Staff b. Line
9. _____ plans lay down rules for regulating and controlling working behavior of employees.
   a. Standing b. Single Use
10. The management function of _____ allocates resources and delegates responsibilities to accomplish organizational goals.
    a. Organising b. Planning

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