

Dr. Babasaheb Ambedkar Open University
Term End Examination January – 2023

Course	: BBAAT	Date	: 02-Feb-23
Subject Code	: BBAAT - 103	Time	: 03:45pm to 06:00pm
Subject Name	: Principles Of Management	Duration	: 02.15 Hours
		Max. Marks	: 70

Section A

Answer the following (Attempt any three) (30)

1. Explain Management process and its elements in detail.
2. Describe Modern Management Approaches in detail.
3. Explain the important techniques of Coordination?
4. Explain Decision making process in detail.
5. Describe the important principles of Direction.

Section B

Answer the following (Attempt any four) (20)

1. Explain the approaches of Leadership in brief.
2. What are the types of Authority?
3. Explain the Benefits and Limitations of Management by Objective(MBO).
4. Distinguish between Power vs. Authority.
5. Explain Principles of Delegation.
6. Explain the functions performed by a Leader in Organisation.

Section C

Part – A (Multiple Choice Questions) (10)

- 1 General statement which guides decision making is called _____
A Policies B Method
C Budget D Rules
- 2 Which of the following is/are styles of management?
A Quasi professional style B Methodical style
C Both A&B D All of these
- 3 An ability to visualize the organization as a whole system.
A Analytical skills B Behavioral skills
C Conceptual skills D Administrative skills
- 4 It is a process of helping and guiding subordinates to achieve objectives of the organization.
A Directing B staffing
C Controlling D Planning
- 5 Management is considered as _____
A An activity B As a Force
C A process D All of these

- 6 Decision making is _____
 A Continuous activity B Pervasive function
 C Dynamic process D All of these
- 7 How many types of Communication are there?
 A Two B Three
 C Four D None of these
- 8 It is the capacity of a superior to make decisions affecting the behavior of subordinates.
 A Authority B Power
 C Both A & B D None of these
- 9 The types of control are _____
 A Feedback control B Feed forward control
 C Concurrent control D All of these
- 10 It does not arise spontaneously or by force. It is the result of concerted action.
 A Co-ordination B Development
 C Staffing D None of these

Part – B (Do as Directed)

(10)

State whether the following statements are true or false:

- 1 At the top of Maslow's Hierarchy needs, there lies the need of Self actualisation.
 2 Listening is the most important and most difficult skills in communication.
 3 Communication always involves two people—a sender and a receiver.
 4 An explanation is not the elements of direction.
 5 Management by Exceptions increase frequency of decisions.
 6 The primary objective of control is to find where failures are occurring.
 7 The horizontal chart moves from left to right.
 8 Programmed decisions are made by lower level people.
 9 Corporate planning is more structured and rational and is prepared for a short period of time.
 10 Budget is a single use plan which expresses anticipated results in numerical terms.
