

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

Course	: BBAR/DBAR	Date	: 25-July-2023
Subject Code	: BBAR/DBAR-101	Time	: 03.45:pm 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. Kindly explain Nature –Features of Management.
2. Explain in details the Decision Making Process.
3. Explain the Communication Process in details.
4. What is Directing? Explain the principle of Directing.
5. Explain the Maslow's hierarchy of needs theory.

Section B

Answer the following (Attempt any four) (20)

1. Explain in details the Role of a Manager.
2. Explain in details the Approaches of planning.
3. Explain the line organization Structure.
4. Explain the types and source of Recruitment.
5. Explain the Characteristics of an Effective Control System.
6. Explain the types of Co-ordination.

Section C

Part – A (Multiple Choice Questions) (10)

- 1 Management tries to make effective utilization of various _____.
A Resources B Men
C Materials D Method
- 2 Who is known as father of scientific management?
A Robert Owen B F. W. Taylor
C Charles Babbage D William Ouchi
- 3 Planning forces the manager to generate a _____ of line of Action for achieving objectives.
A Scale B Attitude
C Blueprint D None of these
- 4 _____ is the lifeblood of an organization because all decisions are based on this.
A Alternatives B Information
C Finance D Efforts
- 5 _____ indicates the top managerial position at the centre and other middle and lower managerial positions revolve from centre in concentric circles.
A Circular Chart. B Vertical Chart.
C Horizontal Chart. D None of the above

- 6 _____ is part of incentives served to workers so as to develop and grow within the concern.
- | | |
|----------------|---------------|
| A Training. | B Development |
| C Remuneration | D Selection |
- 7 According to this principle while directing subordinates, every subordinate should get all orders and instructions regarding the work only from one superior.
- | | |
|-----------------------|-----------------------------|
| A Unity of direction. | B Unity of Command. |
| C Direct Supervision. | D Participative Leadership. |
- 8 To make the checking process effective, the manager has to concentrate on three key aspects of measurement: 1. Completeness 2. Objectivity 3. _____ .
- | | |
|------------------|-------------|
| A Responsiveness | B standards |
| C change | D authority |
- 9 _____ Co-ordination takes place sideways.
- | | |
|------------|--------------|
| A Vertical | B Horizontal |
| C Internal | D External |
- 10 _____ motivation includes demotion, transfer, fines and penalties.
- | | |
|-------------|-----------------|
| A Financial | B Non-financial |
| C Negative | D Positive |

Part – B (Do as Directed)

(10)

State whether the following statements are true or false

- 1 Management is not connected with decision-making.
- 2 Soft skills are very specific abilities required in a job, which can be demonstrated and measured.
- 3 Establishment of objectives is the first step of planning process.
- 4 Other name for minor decisions is important decisions.
- 5 Simplicity is the part of merits of the line organization.
- 6 Controlling means implementation of a decision method and the use of feedback so that the goals and specific strategic plans of the firm are optimally obtained.
- 7 Co-ordination is required only at top level of management.
- 8 Communication is the transmission and interchange of facts, ideas, figures or course of action.
- 9 Communication is affected by the context in which it takes place.
- 10 In the organizational hierarchy, when two employees at the same level communicate, it is called horizontal communication.
