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

Course **BBAATR** Date 02-Feb-23 **Subject Code** Time 03:45pm to 06:00pm **BBAATR-103 Subject Name Principles of Management** Duration **02.15 Hours** Max. Marks 70 Section A **Answer the following (Attempt any three)** (30)1. Explain the Features of Management. 2. Discuss the Roles of a Manager. 3. Explain the Steps in Planning Process. 4. Discuss the Principles of Organizing. 5. Write a note on any two theories of motivation. **Section B Answer the following (Attempt any four)** (20)1. Write a note on Administrative Management. 2. Discuss the Characteristics of Decision-Making. 3. Discuss the Importance of Staffing. Explain the Features of Controlling. 4. 5. Describe the Principles of Co-ordination. 6. Discuss the Process of Communication. Section C Part - A (Multiple Choice Questions) (10)1 Management is decision-making. Moore В Peter Drucker George Terry Koontz Harold is deciding in advance, what to do, when to do and how to do. 2 Α Planning Organizing Directing Controlling C 3 is an ability to do something. A Skills В Knowledge C Intelligence None of the above 4 Who is known as father of scientific management? Α Robert Owen Charles Babbage В D William Ouchi F. W. Taylor 5 means when total volume of production increases, average cost of a product reduces. A Cost В Production

D Profit

C

Economies of scale

	Α	Limiting Factor	В	Primacy of planning	
	C	Planning Premises	D	Periodicity	
7	is the lifeblood of an organization because all decisions are based on				
	this.				
	A	Alternatives	В	Finance	
	C	Information	D	Efforts	
8	Merits of Line Organisation includes:				
	A	Simplicity	В	Discipline	
	C	Prompt Decision	D	All of the above	
9	is a kind of compensation giving monetarily to employees based on work				
	performances.				
	A	Selection	В	Remuneration	
	C	Development	D	Training	
10	decision is long-term decision.				
	A	Tactical	В	Operational	
	C	Routine	D	Strategic	
		I	Part – B (Do as	Directed)	(10)
	Stat	e whether the following s	tatements are t	rue or false:	
1	Motivation does not help in improving an image of organization.				
2	People different in personality, so they can be handled in the different manner.				
3	Communication process does not happen between or among two or more parties.				
4 Social responsibility and business ethics together tell what a business organ					
	shou	ıld do.			
5	Conciseness means Brevity.				
6	Motivation is discouraging the employees.				
7	Base of human relations approach is that workers should be treated as Assets.				
8	The decision-making is not an integral part of planning.				
9	Informal groups that are not planned earlier but will originate automatically in an organization.				
	Orga	ilization.			
