

P P SAVANI UNIVERSITY
First Semester of BBA Examination
December 2022

SMBB1020 Principles & Practices of Management

24.12.2022, Saturday

Time: 09:00 a.m. To 11:30 a.m.

Maximum Marks: 60

Instructions:

1. The question paper comprises of two sections.
2. Section I and II must be attempted in same answer sheets.
3. Make suitable assumptions and draw neat figures wherever required.

SECTION - I

Q - 1	MCQ/Short Question/Fill in the Blanks (Any Five)	[05]	CO	BTL
(i)	How does a manager want to achieve his objectives? (a) Efficiently (b) Effectively (c) Efficiently and effectively (d) None of the above		1	1
(ii)	Which one of the following sequence of process of management is correct: (a) Planning, Controlling, Organizing, Staffing (b) Planning, Organizing, Staffing, Controlling (c) Planning, Staffing, Organizing, Controlling (d) Planning, Organizing, Controlling, Staffing		2	1
(iii)	Which degree is essential to become a manager? (a) B.Com. (b) M.Com. (c) M.B.A. (d) None of these		1	1
(iv)	What principle of management is violated if an employee gets orders from more than one superior? (a) Unity of command (b) Unity of direction (c) Division of work (d) Scalar chain		1	2
(v)	At what managerial level planning is needed? (a) Top level (b) Middle level (c) Lower level (d) All the levels		1	1
(vi)	Which organization structure is based on rules and procedures? (a) Informal (b) Formal (c) Both (a) and (b) (d) None		2	1
(vii)	Define " Management"		1	2
Q - 2 (a)	(i) What is Management? (1 Marks). (ii) How Management concept is changing with Industrial Revolution 1.0 to 4.0? (4 Marks)	[05]	1	1,2
Q - 2 (b)	Explain 14 Principals of Fayol.	[05]	1	3

OR

- Q - 2 (a) How does the management science school differ from the behavioral school of management? Justify the statement – Management is Science and Arts both. [05] 1 4
- Q - 2 (b) Discuss Hawthorne experiments. [05] 2 1
- Q - 3 (a) Decision making is crucial part of Planning. Elaborate with steps of Decision Making. [05] 2 4
- Q - 3 (b) Explain the 4 functions of Management. [05] 1 3

OR

- Q - 3 (a) How do you distinguish between objectives and strategies? Give an example. [05] 2 4
- Q - 3 (b) Identify the general skills of Managers. Describe it in detail. [05] 2 2
- Q - 4 Attempt any one [05]
- (i) Explain the concept – Efficiency & Effectiveness 1 3
- (ii) Explain steps of Planning Process 2 3

SECTION – II

- Q - 1 Answer the Following: (MCQ/Short Question/Fill in the Blanks) [05]
- (i) What, out of the following, does not fall under directing? 2 2
- (a) Planning (b) Supervision
- (c) Leadership (d) Motivation
- (ii) Define the term "Directing" 2 2
- (iii) What is Theory Z? 2 2
- (iv) Define the term "Coordination" 3 2
- (v) The words cooperation and coordination are _____. 3 1
- (a) Opposite (b) Synonym
- (c) Complementary (d) All the above
- (vi) Any two limitations of Controlling. 3 1
- (vii) Define Organization structure. 2 2
- Q - 2 (a) Define "Organization". (1 Marks). What is traditional Organizational Structure? Explain each with suitable example. (4 Marks) [05] 2 1, 2
- Q - 2 (b) Write down the process of Motivation. (2 Marks). Explain the mechanism of Motivation. (3 Marks) [05] 2 6
- OR
- Q - 2 (a) Define and Explain the Servant Leadership with example. (2 marks). Contrast between Transactional & Transformational leaders. (2 Marks) [05] 3 1, 4
- Q - 2 (b) In your Opinion is there any difference between administration and management? Expand your answer with Logic. [05] 2 3
- Q - 3 (a) Explain types of organizational structure. [05] 2 3
- Q - 3 (b) What is application of Controlling in Management [05] 3 2
- OR
- Q - 3 (a) Differentiate Centralization and Decentralization. [05] 2 3

Q - 3 (b)	Explain 3 stages of Control.	[05]	3	3
Q - 4	Attempt any one	[05]		
(i)	Write down theory X, Y and Z		3	3
(ii)	Explain authority, responsibility and accountability		2	3

CO : Course Outcome Number BTL : Blooms Taxonomy Level

Level of Bloom's Revised Taxonomy in Assessment

1: Remember	2: Understand	3: Apply
4: Analyze	5: Evaluate	6: Create