

P P SAVANI UNIVERSITY

First Semester of B.Com Examination

December 2022

SMBC1030 Basics of Management

21.12.2022, Wednesday

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 the same answer sheet.
3. Make suitable assumptions and draw neat figures wherever required.

SECTION - I

Q - 1	Short Questions (Any 5)	[05]	CO	BTL
(i)	Organization		2	1
(ii)	Manager as Disseminator		2	1
(iii)	Planning		2	1
(iv)	Controlling		2	2
(v)	Vision		2	2
(vi)	Forecasting		2	2
(vii)	Full form of MIS		2	1
Q - 2 (a)	Explain any five principles of Henry Fayol.	[05]	1	2
Q - 2 (b)	Explain theory given by F. W. Taylor.	[05]	2	4
OR				
Q - 2 (a)	Why management is important?	[05]	1	3
Q - 2 (b)	Elaborate skills required by managers.	[05]	1	4
Q - 3 (a)	Difference between Management and Administration	[05]	2	4
Q - 3 (b)	Explain Hawthorne experiments..	[05]	2	4
OR				
Q - 3 (a)	Discuss management as science.	[05]	1	5
Q - 3 (b)	Explain difference between levels of management.	[05]	2	5
Q - 4	Attempt any one.	[05]		
(i)	Why planning is important?		1	3
(ii)	What do you mean by decision making? Write down the steps involved in decision making.		1	1

SECTION - II

Q - 1	Multiple Choice Questions (Any Five)	[05]		
(i)	_____ is a formal structure of people set up to achieve some defined goals.		2	1
	a. Organization			
	b. Management			
	c. Both			
	d. None of the above			

(ii)	Following is/are the benefits of organizing	2	2
	a. Facilitates management		
	b. Encourages growth		
	c. Coordination and control		
	d. All of the above		
(iii)	_____ is the duty of a person to complete the task assigned to him.	1	2
	a. Authority		
	b. Responsibility		
	c. Centralization		
	d. Decentralization		
(iv)	Who proposed Theory X and Theory Y?	2	1
	a. Maslow		
	b. Herzberg		
	c. Mc. Gregor		
	d. All of the above		
(v)	_____ is a form of departmentation by that combines both functional and divisional structures.	2	1
	a. Functional		
	b. Divisional		
	c. Hybrid Structure		
	d. Strategic Business Unit		
(vi)	Following is/are the tools of Controlling	2	1
	a. Control Charts		
	b. Gantt Charts		
	c. PERT		
	d. All of the above		
(vii)	Great Man Theory of Leadership means Leaders are born not made.	1	2
	a. Agree		
	b. Disagree		
	c. Can't Say		
Q - 2 (a)	Which leader do you admire the most and why?	[05]	3 3
Q - 2 (b)	Draw a chart showing departmentation by products or services.	[05]	1 6
	OR		
Q - 2 (a)	Difference between Formal and Informal Organization.	[05]	2 4
Q - 2 (b)	Draw a chart showing departmentation by functions.	[05]	1 6
Q - 3 (a)	What do you mean by Controlling? List down the steps involved in the process of Controlling.	[05]	2 2
Q - 3 (b)	What do you mean by leadership? What are the principles of leadership?	[05]	2 4
	OR		

Q - 3 (a)	Difference between Theory X and Theory Y	[05]	2	4
Q - 3 (b)	Explain Maslow's need hierarchy theory	[05]	1	4
Q - 4	Attempt any one.	[05]		
(i)	Write down the characteristics of Controlling..		2	2
(ii)	Short note on delegation of Authority		2	2

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