

PARUL UNIVERSITY
FACULTY OF MANAGEMENT
BBA Winter 2021-2022 Examination

Semester: 1**Subject Code: 06101102****Subject Name: Principles of Management-I****Date: 12-02-2022****Time: 10:30 am to 1:00pm****Total Marks: 60****Instructions**

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 Do as Directed.**A). Multiple choice type questions/Fill in the blanks. (Each of 1 mark)****(05)**

1. Which of the following statement best describes the principle of 'Division of Work'?

- | | |
|--|---|
| a) Work should be divided into small tasks | c) Resources should be divided among jobs |
| b) Labour should be divided | d) It leads to specialization |

2. Which one of the following orders indicates the correct logical order of managerial functions

- | | |
|--|--|
| a) Organising, Planning, Directing, Staffing, Coordination and Control | c) Planning, Directing, Organising, Staffing, Control and Coordination |
| b) Planning, Organizing, Staffing, Directing, Control and Coordination | d) Organising, Planning, Staffing, Directing, Control and Coordination |

3. Decentralization of an organization is commanded on account of which of the following advantages?

1. Reduced burden on top executives
2. Executive development
3. Improvement of morale
4. Solves problems of coordination

Select the correct answer from the codes given below and mark your answer accordingly

- | | |
|---------------|--------------|
| a) 2 and 3 | c) 1,2 and 3 |
| b) 1,2, and 4 | d) 3 and 4 |

4. _____ is the right to give orders and have the power to exact obedience

- | | |
|----------------------|---------------|
| a) Line organization | c) Delegation |
| b) Staff | d) Authority |

5. In which of the following organisation structure, each specialist is supposed to give his functional advice to all other foremen and workers

- | | |
|--------------------------------|----------------------------|
| a) Line organisation | c) Functional organisation |
| b) Line and staff organisation | d) All of the above |

B). Define the following. (Each of 1 mark)**(05)**

1. Forecasting
2. Departmentalization
3. Delegation of Authority
4. Management
5. planning Premises

C).Direct questions. (Each of 1 mark)

(05)

1. List down managerial roles for management of business.
2. what do you mean by Esprit de Corps?
3. Full form: PERT
4. List down any two techniques of decision making
5. what do you mean by Decentralization?

Q.2 Answer the following questions.

A). Define and describe the complete process of management along with suitable examples of each process? **(07)**

B). Explain any three methods of forecasting techniques? **(08)**

Q.3 Answer the following questions.

A). Explain departmentation in Big Bazar store of your city. **(07)**

B). What do you mean by the Line organization? Explain its merits. **(08)**

Q.4 Attempt any two questions. (Each of 7.5 mark)

(15)

You are working as a manager in a steam company ABC Ltd. Due to the financial problem in the organization, company is unable to pay the salary from last two months. Due to this crisis's employees are in major grievance, leaving the job because of insecurity. This type of situation is facing by the company first time so there is no historic data available to solve the major problem. Employees are the asset for any organization, if grievance is not going to handle properly then it will go on to harm the organization. As manager's work is also to solve the grievance in the organization answer the following:

1. What steps should the manager take in this situation
2. What are the qualities of a manager?

2. Comment on the statement: "Delegation of authority is the key to organisations" Discuss the advantages of delegation in the light of this statement.

3. Decision making is most critical management task-Discuss the above statement in the light of decision-making steps.

"Shan Spices Ltd." are the manufacturer of different food specific spices like Rajmaa Masala, Cholley Masala, Aaloo Parantha Masala etc. Mr. Raghav, the owner of the company has created different departments for purchase, production, marketing, finance and human resource. There are thirty employees working in the organisation. Planning is of paramount importance to the company as Mr. Raghav believes that effective planning leads to achievement of Organisational objectives. So in order to make employees focus on objectives, he issued instructions that during working hours only official matters will be discussed. He made certain rules and code of conduct for the employees to follow, according to which employees are not allowed to visit and talk to the employees of other departments except for official work. He emphasized on work performance which resulted in smooth functioning of the organisation.

4. 1. Identify and state the type of organisation mentioned in the above para.
2. State one feature of the concept identified in part (a) as mentioned in the above para.