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**GIET UNIVERSITY, GUNUPUR – 765022**  
 B. B. A(Second Semester) Examinations, August – 2021  
**20BBA 201 – Principles and Practices of Management**

Time: 2 hrs

Maximum: 50 Marks

**The figures in the right-hand margin indicate marks.**

**PART – A: (Multiple Choice Questions)****(1 x 10 =10 Marks)**Q. 1 Answer ALL questions

- a. According to Human Relations view, the authority of a superior depends on the \_\_\_\_\_ of his subordinates to accept it.
- (i) Willingness (ii) Unwillingness  
 (iii) Position (iv) Function
- b. \_\_\_\_\_ is the authority of a superior to exercise direct command over a subordinate.
- (i) Formal power (ii) Line authority  
 (iii) Informal power (iv) Staff authority
- c. \_\_\_\_\_ is the formal right of the superior to command and compel his subordinates to perform a certain act.
- (i) Responsibility (ii) Power  
 (iii) Authority (iv) Leadership skill
- d. \_\_\_\_\_ is a technique for analysing complex management decision problems by displaying alternatives and their consequences in the form of branches of a tree.
- (i) Decision Tree (ii) Bounded rationality  
 (iii) Brain storming (iv) Gresham's law of decision making
- e. \_\_\_\_\_ is a chronological description of the steps to be followed in attaining an objective.
- (i) Plans (ii) Procedure  
 (iii) Strategy (iv) Mission
- f. Time and motion study was given by \_\_\_\_\_.
- (i) Henri Fayol (ii) Max Weber  
 (iii) Herbert Simon (iv) F. W. Taylor
- g. Technical Skill is much required in \_\_\_\_\_ level of management.
- (i) Top level management (ii) Directorial level  
 (iii) Lower-level management (iv) Middle level management
- h. \_\_\_\_\_ defined management as the “art of getting things done through people”.
- (i) George R. Terry (ii) Mary Parker Follett  
 (iii) Peter Drucker (iv) Henri Fayol
- i. \_\_\_\_\_ is the appraisal of an individual's capacity to successfully assume a new role in future, following his promotion.
- (i) Performance Appraisal (ii) Talent Management  
 (iii) Competency Mapping (iv) Potential Appraisal
- j. BARS:
- (i) Behaviour & Attitude Rating Scale (ii) Behaviourally Anchored Rating Scale  
 (iii) Behaviourally Anchored Reasoning Scale (iv) Behaviour, Aptitude, and Reasoning Skill

**PART – B: (Short Answer Questions) (2 x 5=10 Marks)**

Q.2. Answer ALL questions

Write short notes on:

- a. HRIS
- b. 360- degree appraisal
- c. Tall & Flat organization
- d. Balanced score card
- e. Reference check

**PART – C: (Long Answer Questions) (6 x 5= 30 Marks)**

Answer ANY FIVE questions

Marks

3. What is Management? Write down the functions of management. (6)
4. Explain different types of plans. (6)
5. Elaborate different types of decisions. (6)
6. What are the advantages and disadvantages of group decisions? (6)
7. What do you mean by ‘organising’? Explain the principles of organising. (6)
8. How delegation and decentralization are different from each other? (6)
9. What is job analysis? How does it contribute in manpower planning? (6)
10. Define selection. What are the steps involved in selection process? (6)

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