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BRAINWARE UNIVERSITY

Term End Examination 2024-2025

Programme – B.Sc.(OTT)-2023

Course Name – Principles of Management

Course Code - BOTT401

(Semester IV)

Full Marks : 60

Time : 2:30 Hours

[The figure in the margin indicates full marks. Candidates are required to give their answers in their own words as far as practicable.]

Group-A

(Multiple Choice Type Question)

1 x 15=15

1. Choose the correct alternative from the following :

- (i) Which of the following is not a function of management?
 - a) Planning
 - b) Staffing
 - c) Co-operation
 - d) Controlling
- (ii) Policy formulation is the function of which level of Management?
 - a) Top level management
 - b) Middle level management
 - c) Operational management
 - d) All of these
- (iii) Which of the following is not a principle of management given by Taylor?
 - a) Science, not rule of Thumb
 - b) Functional foremanship
 - c) Maximum, not restricted output
 - d) Harmony not discord
- (iv) Planning is predicted as-
 - a) Pervasive
 - b) Continues
 - c) Futuristic
 - d) All of these
- (v) Why is Management considered as a process?
 - a) It is applicable to the manufacturing process
 - b) It is relevant for social organisation
 - c) It involves a series of action
 - d) All of these
- (vi) What is the bottom line of any business plan?
 - a) Marketing plan
 - b) Financial plan
 - c) Personnel plan
 - d) Production plan
- (vii) Select the incorrect statement about MBO.
 - a) It acts an effective Performance appraisal tool
 - b) The superior evaluates the individual concerned
 - c) It forces the management to plan the activities in a systematic way
 - d) Better management and improved communication
- (viii) Organizing deals with _____.

- a) Division of work
- b) Decentralizing activities
- c) Centralization activities
- d) None of these
- (ix) Identify the process of establishing a time sequence for the work.
 - a) objective
 - b) schedules
 - c) procedures
 - d) budgets
- (x) The purpose of recruitment is to _____.
 - a) Make sure that there is match between cost and benefit
 - b) Help increase the success rate of the selection process by reducing the number of visibly underqualified or overqualified job applicants
 - c) Help the firm create more culturally diverse work -force
 - d) None of these
- (xi) Choose an alternate term used for performance appraisal.
 - a) Quality and quantity of output
 - b) Job knowledge
 - c) Employee assessment
 - d) None of these
- (xii) Identify the conflict management approach that involves finding a solution that benefits all parties involved.
 - a) Avoidance
 - b) Competition
 - c) Collaboration
 - d) Compromise
- (xiii) Choose the appropriate characteristic of effective conflict management from the following:
 - a) Use of force to win the argument
 - b) Blaming others for the conflict
 - c) Active listening
 - d) Refusal to negotiate
- (xiv) Choose the best-suited qualities of a leader.
 - a) Vision, Commitment, Devotion, Clear purpose, Ability to inspire
 - b) Honesty, Dedication, Ambiguous, Authoritative
 - c) Lacking humility, Lack of empathy, Defiance
 - d) Authoritative, Clear purpose, Bossy
- (xv) Choose the strategy that is commonly employed to enhance cost efficiency in management.
 - a) Increasing wastage to speed up production
 - b) Implementing lean practices to eliminate waste
 - c) Indiscriminately spending on unnecessary resources
 - d) Ignoring technological advancements for cost reduction

Group-B

(Short Answer Type Questions)

3 x 5=15

- 2. Describe POSDCORB. (3)
- 3. Classify the types of plans and briefly elaborate on each type. (3)
- 4. Construct your opinions on some of the biases that can affect decision-making. (3)
- 5. Differentiate between corporate-level, business-level, and functional-level strategies. (3)
- 6. Compare the characteristics of formal and informal groups in a workplace. (3)

OR

- Compare the advantages and disadvantages of self-managed teams versus traditional teams. (3)

Group-C

(Long Answer Type Questions)

5 x 6=30

- 7. Define management and its importance in an organization. (5)
- 8. Illustrate the importance of Planning as the first and foremost function of management. (5)
- 9. Develop the strategies for effectively managing time in an organization. (5)
- 10. Analyze the different types of Planning. (5)

11. Differentiate between leadership and management. (5)
12. Deduce the strategies using which organizations can ensure successful change implementation. (5)

OR

Decide the strategies to overcome resistance to change. (5)

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