

Gujarat University
F.Y.B.B.A Semester- I
CC 101: Principles of Management – I

Time: 2:00 Hrs.

Total Marks: 50

Instructions: All the questions in section 1 carry equal marks.
Attempt any two questions in Section 1.
Question V in Section II is compulsory.

Section-I

Q-I A Define Planning. Explain in detail the process of planning. [10]

Q-I B What is Planning premises? Discuss Internal Planning Premises. [10]

OR

Q-II A Define Forecasting. Discuss any three techniques of Forecasting. [10]

Q-II B What is Decision-making? Elaborate the process of Decision-making. [10]

OR

Q-III A Discuss the Elements of Delegation with suitable examples. [10]

Q-III B Explain the difference between Centralization and Decentralization. [10]

OR

Q-IV A What is Functional Organization? Explain the advantages and disadvantages of Functional organization. [10]

Q-IV B Define Informal organization. Discuss the advantages and disadvantages of Informal organization. [10]

Section-II

Q-V MCQs (Any ten out of twenty) [10]

1. _____ type of planning premises are within the control of organization.
 - a. Internal
 - b. External
 - c. Managerial
 - d. Economic

2. _____ is a systematic attempt to probe future by inference from known facts.
 - a. Decision making
 - b. Staffing
 - c. Forecasting
 - d. Directing

3. _____ coined the word 'Functional Organization'.
 - a. Luther Gullick
 - b. F.W. Taylor
 - c. Henri Fayol
 - d. Chester Bernard

4. Dividing the diamond industry on basis of cutting, polishing and finishing is an example of _____ departmentation.
 - a. Territorial
 - b. Product
 - c. Customer
 - d. Process

5. _____ refers to system wherein a subordinate receives order and instructions from single supervisor only.
 - a. Scalar chain
 - b. Unity of Command
 - c. Unity of Objective
 - d. Departmentation

6. _____ technique of Forecasting aims to predict change in dependent variable due to change in independent variable.
 - a. Historical Analogy
 - b. Business barometer
 - c. Time series
 - d. Regression analysis

7. _____ planning covers a period of less than one year.
 - a. Strategic
 - b. Long term
 - c. Intermediate
 - d. Short term

8. A Nestle Company which has a variety of products should go for _____ type of departmentation.
 - a. Process
 - b. Customer
 - c. Product
 - d. Territorial

9. _____ structure is also referred to as 'Vertical Organization'.
- Line Organization
 - Staff Organization
 - Line & Staff Organization
 - Committee Organization
10. _____ principle of Effective delegation denotes that a manager is not free from his responsibilities even after delegating work to subordinates.
- Unity of Command
 - Parity of Authority and Responsibility
 - Absoluteness of Responsibility
 - Authority level
11. The term 'PERT' stands for
- Project Evaluation and Review Technology
 - Program Evaluation and Review Technique
 - Planning Evaluation and Reference Technique
 - Planning and Enterprise Reference Team
12. _____ is known as Father of Scientific Management.
- Henri Fayol
 - F.W. Taylor
 - Luther Gullick
 - Oliver Sheldon
13. _____ type of structure develops naturally and spontaneously over long period of time.
- Formal Organization
 - Informal Organization
 - Committee Organization
 - Line Organization
14. _____ is a statement of expected incomes and expenditure related to future period.
- Objectives
 - Policy
 - Budget
 - Strategy
15. _____ means a body of persons elected or appointed to meet on organized basis for discussion and decision making.
- Committee
 - Group
 - Organization
 - Team
