



UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program / Second Semester – 2019

Paper: Principles of Management

Course Code: BBA-102/ GEN-12130 Part – I (Compulsory) Time: 15 Min. Marks: 10

Roll No. in Fig.

Roll No. in Words.

Signature of Supdt.:

ATTEMPT THIS PAPER ON THIS QUESTION SHEET ONLY.

Division of marks is given in front of each question.

This Paper will be collected back after expiry of time limit mentioned above.

Q.1. Encircle the right answer cutting and overwriting is not allowed. (10x1=10)

1. Choice between two alternatives is called
 - A. Problem
 - B. Decision
 - C. Intuition
 - D. All of these
2. Working with and through people is called:
 - A. Leading
 - B. Planning
 - C. Controlling
 - D. Organizing
3. The breakdown of jobs into repetitive tasks is known as:
 - A. Division of labor
 - B. Division of money
 - C. Both of above
 - D. None of these
4. Decision style characterized by a person's preference for using external data and processing this information through rational, logical thinking is called _____
 - A. Linear thinking style
 - B. Non linear thinking style
 - C. Non Rational thinking style
 - D. Cooperative thinking style
5. The goals that an organization actually pursues are known as:
 - A. Real goals
 - B. Stated goals
 - C. Time limited goals
 - D. None of these
6. The plans which are framed beyond 3 years are:
 - A. Short term plans
 - B. Medium term plans
 - C. Long term plans
 - D. All of these

P.T.O.

7. A group of people who do not work together physically and are connected through internet are called _____
- A. Problem solving team
 - B. Cross functional team
 - C. Self managed team
 - D. Virtual team
8. The view of management in which external factors are held responsible for company's success and failure:
- A. Symbolic view
 - B. Controversial view
 - C. Cultural view
 - D. Omnipotent view
9. The ways in which people in an organization are different from and similar to one another:
- A. Workplace conflict
 - B. Workforce similarity
 - C. Workforce diversity
 - D. All of these
10. An organizational design that's not adaptive and flexible.
- A. Organic organization
 - B. Mechanistic organization
 - C. Rigid organization
 - D. None of these



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Course Code: BBA-102/ GEN-12130 Part – II

Time: 2 Hrs. 45 Min. Marks: 50

ATTEMPT THIS (SUBJECTIVE) ON THE SEPARATE ANSWER SHEET PROVIDED

Q. 2 Give Short answers of the following questions:

(10×2=20)

1. What is the difference between efficiency and effectiveness?
2. Define human skills of a manager?
3. What is meant by chain of command?
4. What do you mean by HRM?
5. Differentiate between centralization and decentralization?
6. Define leadership.
7. Explain rational decision making?
8. What is scientific management theory?
9. What is SWOT analysis?
10. Define organizational design.

Q.3 Define Culture. Write a detailed note on dimensions of culture.

(10)

Q.4 ? Write a note on Maslow's hierarchy of needs theory.

(10)

Q.5 Discuss importance of management in detail.

(10)