

B.V. Patel Institute of Business Management, Computer & Information Technology
Uka Tarsadia University
2nd Internal Examination, BBA 1st Semester
030030119: CC1 Management Principles and Practices

Marks: 50

Time: 2 hrs.

Date: 10/10/2017

Q-1 Answer the following. (Any Eight)

[16]

1. Define authority.
2. What cannot delegate?
3. Define organizing.
4. What is departmentation?
5. What is meant by centralization?
6. Define job analysis.
7. What is meant by zone of indifference?
8. State one principle of organizing.
9. What is job description?

Q-2 Answer the following. (Any Two)

[20]

1. The Bharat petroleum product company ltd. (BPPCL) is a successful refining company. Its eight refineries manufacture three main products fuels, petrochemicals, and lubricants. The products are sold to variety of customers, all over India, Nepal, Bangladesh and Pakistan. The Rs 15000 crore companies have the workforce of about 24500. Employees. The company currently has *functional structure* with the following major position reporting directly to the managing director – directors of operations, personnel, marketing, and finance. In view growing competition in the market place, especially after the dismantling of the administered price mechanisms. The company is thinking about changing its organization structure to *line and staff* structure. The MD is thinking of incorporating two additional portfolios to the existing structure. I.e. that of Strategic planning and R&D.

- First draws an organization chart, showing BPPCL's current organization structure.
- Outline the pros and con of the proposed new structure. Some possible ways of promoting innovations.

2. 'A manager should decide what to delegate and what not to delegate, and to whom should authority be delegates'- Do you agree? Justify your answer.
3. What is job analysis? Prepare job description and job specification for the job of finance manager and peon.

Q-3 Answer the following in detail. (Any Two)

[14]

1. Explain the various methods of recruitment.
2. Discuss the principles of delegation.
3. Explain the different types of authority.