

**BBA-01**

December - Examination 2017

**BBA Pt. I Examination****Principles of Management****Paper - BBA-01****Time : 3 Hours ]****[ Max. Marks :- 80**

**Note:** The question paper is divided into three sections A, B and C. Write answers as per given instructions.

**Section - A****8 × 2 = 16**

(Very Short Answer Questions)

**Note:** Answer **all** questions. As per the nature of the question delimit your answer in one word, one sentence or maximum upto 30 words. Each question carries 2 marks.

- 1) (i) Differentiate between management and administration.
- (ii) Explain any four operative functions of management.
- (iii) Define planning.
- (iv) What do you mean by staff authority?
- (v) Distinguish between direction and supervision.
- (vi) Point out any four features of motivation.
- (vii) Distinguish between leadership and managership.
- (viii) What do you mean by formal communication?

**Section - B****4 × 8 = 32**

(Short Answer Questions)

**Note:** Answer **any four** questions. Each answer should not exceed 200 words. Each question carries 8 marks.

- 2) Discuss need for decision making.
- 3) Why are human skills necessary for all managers?
- 4) Distinguish between coordination and cooperation.
- 5) How controlling in management is the central point?
- 6) “Managerial principles have the feature of universality coupled with flexibility.” Comment.
- 7) Enumerate the important principles of delegation of authority. Distinguish between authority and responsibility.
- 8) Explain Maslow’s need hierarchy theory of motivation.
- 9) Who is a leader? State the important roles played by him.

**Section - C****2 × 16 = 32**

(Long Answer Questions)

**Note:** Answer **any two** questions. You have to delimit your each answer maximum upto 500 words. Each question carries 16 marks.

- 10) How far management is an art and a science? Discuss nature of management.
  - 11) Describe the major steps involved in planning process.
  - 12) What are the major principles of organisation? How organisation help in achievement of enterprise objectives?
  - 13) Discuss outstanding features of control. Explain the steps involved in the process of controlling.
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