

## **BBA I Year Examination**

### **BBA-01 Principles of Management**

**Time: 3 Hours**

**Max. Marks: 70**

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

#### **Section A**

**(Very Short Answer Type Questions )**

**Note: Answers all 7 questions. As per the nature of the questions you delimit your answer in one sentence up to 30 words. Each question carries equal marks. (Marks 2x7=14)**

1. Management and Administration.
2. Quality of Good Manager.
3. Discipline.
4. Management by Objectives (MBO).
5. Bureaucracy.
6. Socio-technical view.
7. Operating Functions.
8. Communication.
9. Intermediary Management.
10. Middle Management.
11. First line Management.
12. Trade Unions.
13. Supporting Plans.
14. PERT Techniques.
15. Quota.
16. Specialization.
17. Simplicity.
18. Flexibility.
19. Staff Authority.
20. Authority Level.
21. Fear of Criticism.
22. Unity of Command.
23. Efficient Leadership.
24. Group decisions.

## **Section B**

### **(Short Answer Type Questions)**

**Answer any 4 questions. Each answer should not exceed 200 words. Each question carries 07 marks. (Marks 7x4 = 28)**

1. How Planning differ from Forecasting?
2. Define decision making.
3. Explain features of good organizational structure.
4. What is authority and Power?
5. Explain different planning techniques.
6. Line, Staff and Functional Authority.
7. Discuss the process and importance of MBO.
8. Essential features of a good training programme.
9. Requirement for Effective Direction and Major five techniques of co-ordination.
10. Business ethics and Corporate social responsibility.
11. What do you mean by 'Directing'? Discuss the main principles of directing.
12. Comparative evaluation of Theory X and Theory Y.
13. Explain the Management's three level activities.
14. What are the major contribution of the classical approach?
15. How planning differ from forecasting?
16. What do you mean by "Management by Objectives".
17. Explain various types of decisions.
18. What are the factors determining the span management.
19. Explain features of good organization structure.
20. Explain the power of Authority.
21. Explain the Role of Supervisor in organisation.
22. Difference between leadership and management.
23. Essential features of good Training Programme.
24. Significance of Coordination in Management.

### Section C

#### (Long Answer Type Questions)

**Answer any 2 questions. Each answer should not exceed 500 words. Each question carries 14 marks. (Marks 2x14=28)**

1. What are the elements of direction? Why direction is said to be the heart of the Management Process?
2. Discuss the applicability of Herzberg's motivation-hygiene theory in the Indian Context.
3. Define the terms planning. Explain briefly the steps involved in planning process.
4. "Management is the art of getting things done through other people". Explain this statement.
5. "Decision making is the essence of managerial process". Explain and describe the importance and process of decision making.
6. Explain clearly the "Maslow's need hierarchy theory". How does it differ from that of the 'Herzberg's two factory theory'?
7. "Management process has no sequence, but involves a logical flow of activities". Explain and discuss some other characteristics of management process approach.
8. "Control is a process of taking steps to bring closer the actual performance to desired results." In the context of this statement explain the process of control.
9. What do you mean by organization structure? Describe the various factors affect the structure of an organization and also describe the various types of organization structure.
10. Define coordination. Discuss the various methods/techniques of coordination.
11. Define "Management". Discuss the various characteristics.
12. Explain the various skills used by a manager.
13. What is the major task of the manager according to the contingency approach?
14. What is Plan? How does it differ from planning?
15. Forecasts are estimates of future condition. Comment.
16. MBO encourages and self management. Explain.
17. Discuss the various tools and techniques of decision making.
18. What do you mean by informal organization. How formal organization is differ from informal organization.
19. What is departmentation? Describe various bases for departmentation.
20. Differentiate between delegation and decentralization.
21. Difference between Leadership and Management.
22. Motivation is the care of management. Discuss.
23. Discuss the importance of training need assessment in an organization.
24. Define social responsibility. Why should it be the responsibility of business to look after the interest of the community.