



NS – 481

I Semester B.B.A. Degree Examination, Nov./Dec. 2016  
(CBCS) (F+R)  
(2014-15 & Onwards)  
BUSINESS ADMINISTRATION  
1.6 : Management Process

Time : 3 Hours

Max. Marks : 70

**Instruction :** Answer should be written in **English** only.

SECTION – A

Answer **any five** sub-questions. **Each** sub-question carries **2** marks. **(5×2=10)**

1. a) What is Planning ?  
b) Expand PODSCORB.  
c) Define Organisation.  
d) What is Motivation ?  
e) What is Recruitment ?  
f) What is CPM ?  
g) What is Autocratic Leadership ?

SECTION – B

Answer **any three** questions. **Each** question carries **6** marks. **(3×6=18)**

2. Distinguish between Management and Administration.
3. Explain the advantages of Planning.
4. Explain the sources of Recruitment.
5. What are the merits and demerits of line and staff organisation ?
6. What is Leadership ? What are the good qualities of a good leader ?

P.T.O.

NS – 481



SECTION – C

Answer **any three** of the following. **Each** question carries **14** marks. **(3×14=42)**

7. Explain Henry Fayol's Principles of Management.
  8. What is decision making ? Explain the process of decision making.
  9. Explain the importance of Organisation.
  10. Define communication. What are the common barriers to communication in an organisation ? How can they be overcome ?
  11. What is controlling ? Explain the steps involved in controlling process.
-



UN – 408

I Semester B.B.A. Examination, Nov./Dec. 2015  
(CBCS) (F+R) (2014-15 and Onwards)  
1.6 : MANAGEMENT PROCESS

Time : 3 Hours

Max. Marks : 70

**Instruction :** Answers should be written in **English** only.

SECTION – A

Answer **any five** sub-questions. **Each** sub-question carries **2** marks : **(5×2=10)**

1. a) Define Management.
- b) What is scalar chain ?
- c) What do you mean by decision making ?
- d) What is control ?
- e) What is centralization ?
- f) What is job specification ?
- g) What is grapevine ?

SECTION – B

Answer **any three** questions. **Each** question carries **6** marks : **(3×6=18)**

2. State the advantages and dis-advantages of line organisation.
3. Distinguish between management and administration.
4. Explain the importance and steps of decision-making.
5. Discuss various functions of management.
6. Explain the different types of communication.

SECTION – C

Answer **any three** questions. **Each** question carries **14** marks : **(3×14=42)**

7. Explain the principles of management as stated by Henry Fayol.
8. What is staffing ? Explain the procedure involved in selection of a candidate ?
9. Write a note on :
  - a) Maslow's need hierarchy theory.
  - b) Mc Gregor's theory X and theory Y.
10. Define communication. Explain the various barriers to communication.
11. Explain the importance, scope and features of good control system.



SN – 389

I Semester B.B.M. Examination, November/December 2014  
(CBCS) (Fresh)  
(2014-15 & Onwards)  
**BUSINESS MANAGEMENT**  
1.6 : Management Process

Time : 3 Hours

Max. Marks : 70

**Instruction :** Answers should be written in English only.

SECTION – A

Answer **any five** sub-questions. **Each** sub-question carries **2** marks. **(2×5=10 Marks)**

1. a) Differentiate between Upward and Downward Communication.
- b) Mention any two essentials of effective control system.
- c) What do you understand by self-actualization needs ?
- d) Give any two differences between formal and informal leadership.
- e) Define Management as an Art.
- f) Name any two theories of Motivation.
- g) What do you mean by decision making ?

SECTION – B

Answer **any three** questions. **Each** question carries **6** marks. **(6×3=18 Marks)**

2. Write short notes on principles of coordination.
3. Differentiate between standing plans and single use plans. Under what circumstances would we use standing plans ?
4. Briefly explain the steps involved in controlling process.
5. State the merits and demerits of centralization.
6. Distinguish between management and administration.

P.T.O.

SN – 389



SECTION – C

Answer **any three** questions. **Each** question carries **14** marks.

**(14x3=42 Marks)**

7. Explain the barriers to effective communication.
8. Compare the three leadership styles. Under what situations would each style be effective ?
9. Explain the principles of organisation.
10. Analyse the ways in which a business organisation can discharge its social obligation ?
11. Explain two-factor theory of Motivation.