(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.
SECTION – C

Answer any three of the following. Each question carries 14 marks. 

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.
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 : 

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 ?  

(5×2=10)

SECTION – B

Answer **any three** questions. **Each** question carries **6** marks : 

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.  

(3×6=18)

SECTION – C

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

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) McGregor'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.  

(3×14=42)
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. (2x5=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. (6x3=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.
SECTION – C
Answer any three questions. Each question carries 14 marks. (14×3=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.