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Total No. of Pages : 02

Total No. of Questions : 07

**BBA (2007 to 2011 Batch (Sem.-1st))**  
**PRINCIPLES OF MANAGEMENT**

**Subject Code : BB-101**

**Paper ID : [C0201]**

**Time : 3 Hrs.**

**Max. Marks : 60**

**INSTRUCTION TO CANDIDATES :**

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B contains SIX questions carrying TEN marks each and students has to attempt any FOUR questions.

**SECTION-A**

**1. Write short notes on :**

- (a) Management is Science or Art.
- (b) Basic functions of Management.
- (c) Policies & Procedures
- (d) Effective Span
- (e) Delegation of Authority
- (f) Performance Appraisal
- (g) Benefits of Informal Communication
- (h) Feedback Control
- (i) Product Departmentation
- (j) Decision making under certainty and uncertainty

## **SECTION-B**

2. What are the functions of planning ? Discuss the steps involved in planning.
3. Define and distinguish between departmentation by functions and by products.
4. Explain the concept of span of control. What factors influence the span of control in an organization ?
5. Define Authority. Explain various types of Authority.
6. What do you mean by staffing ? Explain the factors affecting staffing.
7. What are the barriers and breakdowns in communication?