

Roll No : \_\_\_\_\_

**BBA-101**

Total No. of pg : 2

**BBA-101**

**May, 2014**

**BBA-101 : PRINCIPLES OF MANAGEMENT**

Time : 3 hours

Maximum Marks : 60

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**Instructions to candidates :** (1) Section A is compulsory  
(2) Attempt any our questions from each unit in Section B

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**SECTION-A**

**2x10=20**

**Q.1.** Answer briefly

- (a) Enlist the functions of management.
- (b) What is the importance of decision-making in management?
- (c) What are the merits and demerits of departmentation by function ?
- (d) What is the importance of performance appraisal?
- (e) What is budgeting?
- (f) Strategy and policy
- (g) Decentralization vs Delegation
- (h) Job Design
- (i) Non budgetary Control Devices
- (j) MBO

**SECTION-B**

**4x10=40**

**UNIT - I**

**Q.2.** Discuss the nature and scope of management.

**Q.3.** Explain fully the principles of scientific management.

**UNIT - II**

**Q.4.** " Planning and controlling go hand in hand." Explain.

**Q.5.** Explain fully the steps involved in Decision Making.

**UNIT - III**

**Q.6.** Define staffing Explain the various techniques used in selection process.

**Q.7.** Define Delegation of Authority. What are the difficulties it and how to make it effective?

#### **UNIT - IV**

**Q.8.** What are the elements of an adequate control system ? Explain the various stages in the process of control.

**Q.9.** Write a detailed note on social responsibility of business.

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