



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.



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.

SECTION – B

Answer any three questions. Each question carries 8 marks.

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