

Q.P. Code : 14124

**First Semester B.B.A. Degree Examination,
November/December 2019**

(CBCS – Repeaters – 2018-19 onwards)

Business Administration

Paper 1.6 – MANAGEMENT PROCESS

Time : 3 Hours]

[Max. Marks : 70

Instructions to Candidates : Answer should be written completely in English only.

SECTION – A

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

1. (a) Give the meaning of management.
- (b) What do you mean by scalar chain?
- (c) Give the meaning of budget.
- (d) Name the types of organization.
- (e) Define co-ordination.
- (f) List any four barriers of effective communication.
- (g) What is span of control?

SECTION – B

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

2. Bring out the importance of controlling.
3. Briefly explain the leadership styles.
4. Distinguish between formal and informal organization.
5. Describe briefly the different types of planning.
6. Discuss in brief the various levels of management.

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SECTION - C

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

7. Explain the various functions of management.
 8. What is decision making? Explain the steps involved in decision making.
 9. Define staffing. Explain its features and functions.
 10. Explain Maslow's need hierarchy theory.
 11. Elucidate the different controlling techniques.
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