

Roll No. ....

## BBA-106(N)

### B. B. A. (First Semester) EXAMINATION, Dec., 2014

(New Course)

Paper Sixth

#### FUNDAMENTALS OF MANAGEMENT

*Time : Three Hours ]*

*[ Maximum Marks : 70*

**Note :** Section A is compulsory carrying 3 marks each. Attempt any *two* from Section B and Section C each carrying 10 marks per question.

#### Section—A

1. Short Answer question. Attempt all questions with maximum 100 words :
  - (a) Explain the concept of management.
  - (b) Explain scalar chain with the help of example
  - (c) Explain Espirit de corps.
  - (d) Define four objectives of planning.
  - (e) Explain the concept of directing.
  - (f) Explain four techniques of controlling.
  - (g) Explain four objectives of supervision.
  - (h) Define four objectives of organizing.
  - (i) Define four objectives of motivation.
  - (j) Decentralization is helpful for an organization. Why ?

**Section—B**

**Note :** Attempt any *two* with limit of 300 words.

2. Discuss Henry Fayol's principles of management.
3. Explain the concept, process and limitation of planning.
4. Define authority and responsibility in an organization. Why delegation of authority is necessary in an organization ? Explain the problems due to this.
5. Explain the importance of leadership and discuss the styles of leadership in an organization.

**Section—C**

**Note :** Attempt any *two* with limit of 400 words.

6. Explain the relationship between planning and controlling.
7. Explain the principles and techniques of directing.
8. Explain span of control, its implications and factors affecting it.
9. Define the importance and techniques of decision making.