

Roll No.

Total No. of Pages : 02

Total No. of Questions : 07

BBA (Sem.-1st)**PRINCIPLES OF MANAGEMENT**

Subject Code : BB-101

Paper ID : [C0201]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

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

SECTION-A

1. Answer briefly :

- Distinguish between Authority and Power.
- What is Management by Objectives (MBO)?
- What is Manpower Management?
- Discuss the need of Performance Appraisal.
- What is Communication?
- Define Job Design.
- Distinguish between Centralization and Decentralization.
- Discuss Communication Networks.
- What is Delegation?
- Discuss the importance of Controlling.

SECTION-B

- Describe the major steps in the procedure of planning.
- Discuss the various methods of departmentation.
- What do you mean by performance appraisal? Discuss the process of performance appraisal.
- Define Staffing. Discuss its significance in efficient management.
- What do you understand by communication? Discuss the barriers to effective communication.
- Good communication is the foundation of sound management. Elucidate.*