

Roll No. ....

Total No. of Questions : 07]

[Total No. of Pages : 02

## Paper ID [C0201]

(Please fill this Paper ID in OMR Sheet)

BBA (Sem. - 1<sup>st</sup>)

PRINCIPLES OF MANAGEMENT (BB - 101)

Time : 03 Hours

Maximum Marks : 60

Instruction to Candidates:

- 1) Section - A is **Compulsory**.
- 2) Attempt any **Four** questions from Section - B.

### Section - A

Q1)

(10 × 2 = 20)

- a) Enlist the functions of management.
- b) What is a policy?
- c) What is the importance of decision - making in management?
- d) What are the principles of organising?
- e) What are the merits and demerits of departmentation by function?
- f) Differentiate between authority and responsibility.
- g) What is the importance of performance appraisal?
- h) What are the essentials of effective communication?
- i) What is budgeting?
- j) What is the responsibility of business towards employees?

### Section - B

(4 × 10 = 40)

Q2) Discuss the nature and scope of management.

Q3) "Decision - Making is the primary task of management". Comment upon the statement and discuss the process of decision making.

E-258 [1208]

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Q4) What is departmentalisation? Explain various types of departmentalisation.

Q5) Define decentralisation. What are the determinants of effective decentralisation?

Q6) Discuss the non-budgetary methods of control.

Q7) Define performance appraisal. Discuss its process.

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