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(Printed Pages 3)

(21223)

Roll No.

B.B.A. - I Sem.

18073

B.B.A. Examination, Dec.-2023

Fundamentals of Management

(BBA-101)

(New Course)

Time : Three Hours]

[Maximum Marks : 75

Note : Attempt **all** the sections as per instructions.

Section - A

(Very Short Answer Type Questions)

Note : Attempt **all** questions. Each question carries 3 marks. Very short answer is required not exceeding 75 words.

5×3=15

1. What is co-ordination?

P.T.O.

2. What do you mean by Leadership style?
3. What is scientific management?
4. What do you understand by Line-organization?
5. What is communication?

Section - B

(Short Answer Type Questions)

Note : Attempt any **two** questions out of the following **three** questions. Each question carries 7.5 marks. Short answer is required not exceeding 200 words. 7.5×2=15

6. Distinguish between centralisation and Decentralisation.
7. Describe the process of Decision-making.
8. Explain the relationship between planning and controlling?

Section - C

(Detailed Answer Type Questions)

Note : Attempt any **three** questions out of the following **five** questions. Each questions carries 15 marks. Answer is required in detail. $15 \times 3 = 45$

9. What is management? Explain the nature and significance of management.
10. What do you mean by Organisation? Explain different types of organisation.
11. Define Motivation. Describe the Maslow's hierarchy of needs.
12. "Planning is looking ahead and controlling is looking back." Explain this statement and discuss the process of controlling.
13. What do you mean by delegation of authority? Write the difference between delegation and decentralisation.