



K16U 2525

Reg. No. :

Name :

I Semester B.B.A./B.B.A.R.T.M./B.B.A.T.T.M. Degree (C.C.S.S. –
Reg./Supple./Improv.) Examination, November 2016
(2014 Admn. Onwards)

CORE COURSE

**1B01 BBA/BBA(RTM)/BBA(TTM) : Principles and Practices of
Management**

Time : 3 Hours

Total Marks : 40

SECTION – A

Answer **all** the questions. **Each** question carries $1/2$ mark.

Fill in the blanks :

1. Staffing is concerned with _____ of an organisation.
2. _____ is the concentration of authority in the hands of few.
3. _____ means obligation to do a particular task.
4. _____ is concerned with the functions of guiding and observing subordinates.

(4× $1/2$ =2)

SECTION – B

Answer **any four** questions. **Each** question carries **one** mark.

5. What do you mean by scalar chain ?
6. Explain the meaning of "POLICY".
7. State the principle of "Reciprocity" in Co-ordination.
8. What is sideward communication ?
9. What do you mean by departmentation by customers ?
10. What is committee organisation ?

(4×1=4)

P.T.O.



SECTION – C

Answer **any six** questions. **Each** question carries **3** marks.

11. State any six features of Management.
12. Define lower level management ? State its functions.
13. What is procedures ? State its limitations ?
14. Define line organisation. State its merits.
15. What is communication ? State its elements.
16. Distinguish between co-operation and co-ordination.
17. What is informal organisation ? State its merits.
18. State the functions of supervisor.

(6×3=18)

SECTION – D

Answer **any two** questions. **Each** question carries **8** marks.

19. Define 'Controlling'. State its functions and problems.
 20. Explain Henry Fayols' principles of management
 21. Define Co-ordination. State the principles and problems of Co-ordination. (2×8=16)
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