

3 Yr. Degree/4 Yr. Honours 1st Semester Examination, 2023 (CCFUP)

Subject : Business Administration

Course: BBA1011

(Principles of Management)

Time: 3 Hours

Full Marks: 60

*The figures in the right hand margin indicate full marks.
Candidates are required to give their answers in their own words
as far as practicable.*

1. Answer *any ten* questions from the following:

2×10=20

- (a) What is Management?
- (b) Who is a manager?
- (c) What do you mean by Line Management?
- (d) What do you understand by the Staff Function of management?
- (e) What is communication?
- (f) What is motivation?
- (g) What is leadership?
- (h) Who is an autocratic leader?
- (i) What is coordination?
- (j) What is planning?
- (k) What is organising?
- (l) What is staffing?
- (m) What do you mean by controlling?
- (n) What do you mean by M.B.O.?
- (o) What is informal communication?

2. Answer *any four* questions:

5×4=20

- (a) State the features of Management.
- (b) State the benefits of Planning.
- (c) Discuss the merits of organising.
- (d) What are the benefits of M.B.O.?
- (e) What are the merits of staffing?
- (f) What is the need of controlling for an organisation?

3. Answer *any two* questions:

10×2=20

- (a) Management is science as well as an art.— Explain.
- (b) Discuss in detail the qualities of a good manager.
- (c) Discuss in brief Henry Fayol's 14 principles of management.
- (d) Explain with the diagram the process of communication.