

UG - III - BBA

BOM

CC - VII

Semester - III

Time - 3 hrs

Full Mark - 80

Answer all groups as per instructions.
Figures in the right hand margin indicate marks.

Group - 1

1. Fill in the blanks. (all) (1x12)

(a) Management is an art of getting things done.

(b) Management is _____ Oriented.

(c) _____ is ~~usually~~ popularly known as father of Scientific Management.

(d) Middle level of Management is concerned with _____ policies.

(e) Planning is _____ looking.

(f) Organisation establishes authority _____ relationship.

(g) Directing goes from _____ to bottom.

(h) Staffing helps in appointing _____ persons in the Organisation.

(i) Douglas McGregor introduced two theories of motivation i.e., Theory X and _____.

(j) _____ Organisation represents a direct vertical relationship through which authority flows.

(k) _____ Principle state that One person should

receive orders from only one superior.

(e) The function of controlling cannot be exercised without _____.

Group - B

2. Answer Any eight of the following questions within three sentences each. (8x8)

(a) What do you mean by management?

(b) Management is a continuous process. State the means?

(c) How is management "intangible"?

(d) Which level of management is recognised as supervisory level and what are its work?

(e) What is meant by 'mental revolution'?

(f) State any two features of organisations?

(g) Define the sub-parts of direction function of management.

(h) Is control possible without planning?

(i) What is delegation of authority?

(j) What are the indicators of decentralization?

Group - C

3. Answer Any eight of the following questions within 75 words each. (8x8)

(a) Explain Maslow's "Hierarchy of Needs" Theory?

(b) Explain the functions of Middle level of Management?

(c) Management is recognised as an art. How

(d) What do you mean by Scalar Chain Principle of Fayol?

(e) How does Staffing help in recruiting persons?

(f) State any five differences between the Contribution Theory of Taylor and Fayol.

(g) Describe the features of strategic planning.

(h) Planning is an intellectual process. Explain.

(i) Differentiate between authority and responsibility.

(j) What are the basic importance of co-ordination?

Group-D

Answer All the Questions within 500 words each.

4. What do you mean by 'Management'. Discuss about its all level in detail? [7]

OR
Define the principles of Management given by Henry Fayol?

5. "Planning is the thinking process and managers being men of action, should have no use for it." Comment. [7]

OR
Define Organisation. Discuss various principles of Organisation?

6. What do you understand by the term "Leadership"? Explain the leadership trait in brief? [7]

OR
Define the concept Staffing? Discuss its importance in detail?

7. Define Motivation. Explain the Maslow's hierarchy of Needs Theory with suitable diagram in detail?

OR

"Controlling is meaningless without proper planning". Explain the techniques of controlling in detail.

_____ X _____