



QP – 350

**I Semester B.B.A. Examination, March/April 2022
(CBCS) (Repeaters) (2014 – 15 and Onwards Scheme)
BUSINESS ADMINISTRATION
Paper – 1.6 : Management Process**

Time : 3 Hours

Max. Marks : 70

Instruction : Answer should be written in **English** only.

SECTION – A

1. Answer **any five** sub-questions. **Each** sub-question carries **2** marks. **(5×2=10)**
- a) Define Management as an Art ?
 - b) What is job specification ?
 - c) What is decision making ?
 - d) What is unity of command ?
 - e) What are policies ?
 - f) Name any two theories of motivation ?
 - g) What do you mean by centralisation ?

SECTION – B

- Answer **any three** questions. **Each** question carries **6** marks. **(3×6=18)**
- 2. State the merits and demerits of centralization.
 - 3. Explain the external sources of recruitment.
 - 4. Explain briefly the roles of manager.
 - 5. Mention the advantages and disadvantages of staff organisation.
 - 6. Explain the various principles of Co-ordination ?

SECTION – C

- Answer **any three** questions. **Each** question carries **14** marks. **(3×14=42)**
- 7. What is decision making ? Explain the process of decision making.
 - 8. Explain Barriers to communication.
 - 9. Explain McGeyor's X and Y theory.
 - 10. Explain the selection procedure.
 - 11. What is planning ? Discuss various steps in planning.
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