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**(21216) Roll No.....**

**B.B.A. - I Sem.**

**18041**

**B.B.A. Examination, Dec. 2016**

**Fundamentals of Management**

**(BBA-106)**

**(New)**

*Time : Three Hours ] (Maximum Marks : 75*

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

**Section-A**

**(Very Short Answer Questions)**

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

3 × 5 = 15

**P.T.O.**

1. Briefly discuss the scope of management. 3
2. What are various functions of management? 3
3. What steps are involved in business planning? 3
4. What do you understand by span of management? 3
5. What are the methods of motivation? 3

**Section-B**

**(Short Answer Questions)**

**Note :** Attempt any **two** questions out of the following three questions. Each question carries **7½** marks. Short answer is required not exceeding 200 words.

7½ × 2 = 15

6. What are the common barriers to communication in an organisation? 7½
7. What do you mean by decision-making? What are the characteristics of decision-making? 7½

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8. What are the principles and techniques of coordination? Explain. 7½

**Section-C**

**(Detailed Answer Questions)**

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

9. What do you mean by informal organization? Give its special feature. How does it differ from formal organization? 15
10. Critically examine the contribution of Henry Fayol in the field of management. 15
11. Briefly explain the different kinds of skills needed by managers to perform the task of management in an organisation. What are the different levels of management? 15

12. What do you mean by responsibility and accountability? Distinguish these two terms. Is it possible to delegate responsibility? Explain. 15
13. Describe the leadership styles usually adopted in management of business. Also discuss the importance of leadership to an industrial enterprise. 15