



Reg. No. : .....

Name : .....

**First Semester B.B.A. Degree Examination, November 2018**  
**(Career Related First Degree Programme Under CBCSS)**  
**BM 1141 : FUNDAMENTALS OF MANAGEMENT**  
**(2017 Admn. Onwards)**

Time : 3 Hours

Max. Marks : 80

3'

**PART – A**

Answer **all** questions. **Each** question carries 1 mark.

1. What is 'division of work' ?
2. What is organising ?
3. Define 'motion study'.
4. Explain 'scalar chain principle'.
5. What do you mean by standing plans.
6. What is line organisation ?
7. What is 'span of management' ?
8. What is delegation ?
9. Explain directing.
10. What is functional foremanship ?

**(10×1=10 Marks)**

P.T.O.



## PART – B

Answer **any 8** questions. **Each** question carries **2** marks.

11. Explain the process of communication.
12. Explain the need for preparing budgets.
13. Explain any 4 characteristics of management.
14. Explain the importance of decision making in organization.
15. What do you mean by centralization ?
16. Explain consensus mapping technique of decision making.
17. Explain strategic plan.
18. Explain briefly the roles of a manager.
19. What do you mean by grapevine communication ?
20. Explain horizontal and vertical dimensions of organizing.
21. Explain selection.
22. Explain how authority differs from responsibility.

**(8×2=16 Marks)**

## PART – C

Answer **any 6** questions. **Each** question carries **4** marks.

23. What are the functions managers perform to attain the set goals ?
24. What is budgetary control ? Explain its main elements.
25. Explain the merits and demerits of informal organization.



- 26. Explain participative style of leadership.
- 27. Explain the importance of decentralization.
- 28. Distinguish between 'unity of command' and 'unity of direction'.
- 29. Explain the important communication barriers.
- 30. Explain any two external sources of recruitment.

31. Distinguish between management and leadership. **(6×4=24 Marks)**

**PART – D**

Answer **any 2** questions. **Each** question carries **15** marks.

32. Enumerate the trends and challenges of management in the globalization era.

33. Explain organization chart and organization manual.

34. "Decision making is the primary task of management". Discuss the statement and explain the process of decision making".

35. Explain F. W. Taylor's contribution to management. **(2×15=30 Marks)**

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