



Reg. No. : .....

Name : .....

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

Time : 3 Hours

Max. Marks : 80

PART – A

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

1. What is motivation ?
2. Define the term planning premises.
3. Define 'authority'.
4. Explain 'unity of direction'.
5. Explain decentralization.
6. What is Mental revolution ?
7. What is staffing ?
8. Explain horizontal organization.
9. Define leadership.
10. What are budgets ?

(10×1=10 Marks)

PART – B

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

11. Mention any two features of decision making.
12. Explain any two internal sources of recruitment.
13. What is narrow span of management ?
14. Explain the elements of directing.
15. Explain democratic leadership.
16. How formal organization varies from informal organization ?

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17. Explain the purpose of training.
18. Explain the importance of delegation.
19. What are the features of MBO ?
20. Bring out any 4 characteristics of controlling.
21. Explain the scope of management.
22. What is Delphi method in decision making ?

**(8×2=16 Marks)**

**PART – C**

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

23. Explain the importance of organizing.
24. Communication is the essence of management. Discuss.
25. Management is a science as well as an art. Discuss.
26. Explain the merits and demerits of decentralization of authority.
27. Distinguish between strategy and policy.
28. Explain PERT.
29. Define budgetary control. List out its merits.
30. Explain the various steps of controlling.
31. Explain the elements or tools of scientific management.

**(6×4=24 Marks)**

**PART – D**

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

32. What do you mean by MBO ? Explain its features and steps.
33. Distinguish between line and staff structures. Explain why line structure is superior to staff structure.
34. Describe the various principles of planning and explain the limitations of planning.
35. Explain Henry Fayol's principles of management.

**(2×15=30 Marks)**

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