

**C. ABDUL HAKEEM COLLEGE (AUTONOMOUS),
MELVISHARAM - 632 509.
SEMESTER EXAMINATIONS, NOVEMBER - 2018**

**B.B.A.,
U15MBA101/ U14MBA101 – PRINCIPLES OF MANAGEMENT
SEMESTER I**

Time: Three Hours

Maximum: 75 Marks

SECTION - A (10 X 2 = 20 Marks)

Answer **ALL** Questions.

1. Define the Administration.
2. What are the functions of Managers?
3. What are the Objectives of planning?
4. What is an Adhoc planning?
5. What is the Span of control?
6. What is a formal organization?
7. What is decentralization?
8. What is meant by delegation?
9. What are the traditional techniques of control?
10. Define Controlling.

SECTION - B (5 X 5 = 25 Marks)

Answer **ALL** Questions.

11. a) Explain the role of a manager.
(Or)
- b) Describe the functions of Management.

12. a) What is planning? Explain the steps in planning.
(Or)

b) Describe the various types of managerial decisions.

13. a) Define line organization. Explain its types.

(Or)

b) Why departmentation is necessary? Explain.

14. a) What is meant by authority? What are its basic principles?

(Or)

b) Describe the process of Delegation of Authority.

15. a) State the need and importance of co-ordination.

(Or)

b) Differentiate between co-ordination and co-operation.

SECTION - C (3 X 10 = 30 Marks)

Answer **ANY THREE** Questions.

16. Explain the contributions of Henry Foyal.
17. “Planning is deciding in advance what is to be done, that is a plan is a projected course of action”. Explain the statement.
18. Explain the factors that determine span of control.
19. What is meant by selection? Explain the selection process in detail.
20. Describe the techniques of effective coordination.
