



DCBB – 101

I Semester B.B.A. Examination, May/June 2022

(NEP)

BUSINESS ADMINISTRATION
Management Principles and Practice

Time : 2½ Hours

Max. Marks : 60

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

SECTION – A

Answer **any five** sub-questions. **Each** sub-question carries **2** marks : (5×2=10)

1. a) What do you mean by unity of direction ?
- b) Give the meaning of downward communication.
- c) What are standing plans ?
- d) What do you mean by organisational behaviour ?
- e) Name any four types of leadership style.
- f) What is formal organisation ?
- g) What is decentralization ?



SECTION – B

Answer **any three** questions. **Each** question carries **5** marks : (3×5=15)

2. Distinguish between administration and management.
3. Explain the different types of decisions.
4. Briefly explain the process of staffing.
5. Explain the features of MBO.
6. Explain the characteristics of a leader ?

P.T.O.