

(i) Printed Pages : 2

Roll No.

(ii) Questions : 14 Sub. Code :

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Exam. Code :

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**Bachelor of Business Administration (FYUP) 1st Semester
(2124)**

FUNDAMENTALS OF MANAGEMENT

Paper : NBBA 101

Time Allowed : Three Hours]

[Maximum Marks : 80

Note :— Attempt four short answer type questions from Section—A. Attempt two questions each from Section—B and Section—C.

SECTION—A

1. Define the term Span of control.
2. Distinction between Centralization and Decentralization.
3. Write a note on free rein style of leadership.
4. Explain coordination is essence of management.
5. Distinction between management vs. administration.
6. Define unity of command. 4×5=20

SECTION—B

7. What do you understand by the term management ? Explain its features and functions in detail.

8. What are the causes of conflict between line and staff organization ? How the conflict can be resolved ?
9. Define delegation. What are the components of delegation ? What are the factors determining the delegation of authority ?
10. What is planning ? Bring out clearly its nature and scope in Business administration. 2×15=30

SECTION—C

11. What is motivation ? Explain the theory of motivation advocated by Maslow. Comment upon the hierarchy of needs.
12. Define controlling. Explain its objectives and techniques in detail.
13. What do you understand by communication ? Explain its barriers and what measures you would suggest to overcome them.
14. What is supervision ? How does a supervisor balance the needs of employees with organizational objectives ? 2×15=30