



(Pages : 3)

F – 2096

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

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 ? (10x1=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. **(8x2=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. **(6x4=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. **(2x15=30 Marks)**

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H – 2313

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(2017 Admission Onwards)

Time : 3 Hours

Max. Marks : 80

PART – A

Answer all questions. Each question carries 1 mark.

1. Define Scientific Management.
2. Define strategy.
3. What is unity of direction?
4. What is decentralization?
5. Expand PERT.
6. Define selection.
7. What are the skills required for an effective manager?
8. What is motivation?
9. What do you mean by matrix organization structure?
10. What is span of management?

(10 × 1 = 10 Marks)

P.T.O.

PART – B

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

11. What are the steps in delegation process?
12. Differentiate between upward and downward communication
13. What is departmentation by process'?
14. What is contingency approach to management?
15. What are single use plans?
16. What are the different kinds of needs in Maslow's theory of motivation?
17. Mention any two differences between administration and management
18. Explain any two limitations of planning?
19. What do you mean by staffing?
20. What is brainstorming'?
21. Explain any two limitations of control.
22. What is systems approach?

(8 x 2 = 16 Marks)

PART – C

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

23. Differentiate between strategic planning and operational planning.
24. List the advantages of centralization.
25. Explain the different types of policies.

26. What are the features of a good organizational structure?
 27. Discuss the different types of budgets.
 28. What are the features of Bureaucratic model of organisation?
 29. Describe the characteristics of motivation .
 30. What are the principles of organizing?
 31. Explain the various leadership styles.
- (6 x 4 = 24 Marks)**

PART – D

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

32. Explain the contributions of F.W Taylor to scientific management.
33. What is planning? Discuss the various steps in planning process.
34. Describe the different techniques of decision makings
35. What is management by objectives? Discuss the principles and steps involved in the process of management by objectives.

(2 x 15 = 30 Marks)