



I Semester B.B.A. Examination, January 2025
(SEP Scheme) (Freshers)
BUSINESS ADMINISTRATION
Principles and Practices of Management

Time : 3 Hours

Max. Marks : 80

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

SECTION – A

Answer **any five** out of seven sub-questions.

(5×2=10)

1. a) Define Management.
- b) What is MBO ?
- c) Give the meaning of staffing.
- d) What is job analysis ?
- e) What are interpersonal skills ?
- f) Define coordination.
- g) What is unity of command ?

SECTION – B

Answer **any three** out of five questions.

(3×6=18)

2. Explain the levels of management and their responsibilities.
3. Describe the significance of decision making.
4. Explain the types of departmentation.
5. Describe the process of communication.
6. Explain the principles of coordination.



SECTION – C

Answer **any three** out of five questions.

(3×14=42)

7. Explain Henry Fayols 14 principles of management.
8. Define planning. Explain the process of planning.
9. Describe the advantages and disadvantages of committees.
10. What is Direction ? Explain the principles of direction.
11. Explain the techniques of controlling.

SECTION – D

Answer **any one** out of two questions.

(1×10=10)

12. a) How can effective delegation of authority improve the organizing process in an organization ?

OR

- b) Rajesh is the production Manager at a factory in Pune, India. His team of 20 workers often misses deadlines because of poor communication. Some workers speak Hindi, others speak Marathi and a few understand English, making it hard to give clear instructions. Rajesh realizes that the workers are confused about their tasks, and he decides to improve communication. He plan to hold brief meetings in Marathi to ensure everyone understands and feel involved. Rajesh hopes that by improving communication his team will work more efficiently.

Questions :

- 1) How can Rajesh improve communication with his team ?
- 2) What steps should Rajesh take to direct his team more effectively ?