

Model Paper– 1
Hi-Tech Institute of Engineering & Technology
B.B.A. Examination
(Semester-1st) Odd Semester
Fundamentals of Management
(BBA-101)

Time: 3 Hours

Maximum Marks: 75

Faculty Name: Ms. Surbhi Agarwal

Note: Attempt questions from all sections as per instructions.

Section – A

Note: Attempt all questions.

5 x 3 = 15

1. Write down the three main advantages of formal communication.
2. What do you understand by decision making?
3. Mention the three main criticisms of bureaucracy.
4. Write the four steps of the process of control.
5. What is specialization and generalization?

Section – B

Note: Attempt any two questions.

2 x 7.5 = 15

6. Write brief note on management is both an art and a science.
7. What is authority? Differentiate between authority and responsibility.
8. Explain various principles of co-ordination.

Section – C

Note: Attempt any three questions.

3 x 15 = 45

9. What is Management? Discuss the nature of management. Can management reasonably be regarded as a profession?
10. Discuss the essential elements of good planning. Are there any limitations of planning? If so, how can they be overcome?
11. "Organising is a mechanism of management." Discuss. Explain its characteristics also.
12. What do you mean by delegation of authority? Is it unavoidable?
13. "Planning is looking ahead and control is looking back." Explain it and discuss the process of control.

Model Paper – 2
Hi-Tech Institute of Engineering & Technology
B.B.A. Examination
(Semester-1st) Odd Semester
Fundamentals of Management
(BBA-101)

Time: 3 Hours

Maximum Marks: 75

Faculty Name: Ms. Surbhi Agarwal

Note: Attempt questions from all sections as per instructions.

Section – A

Note: Attempt all questions.

5 x 3 = 15

1. Discuss argument for social responsibilities of business.
2. Explain the economic man model of decision-making.
3. Write a brief note on the importance of organizing.
4. What are the areas of controlling?
5. Differentiate between decision and decision-making.

Section – B

Note: Attempt any two questions.

2 x 7.5 = 15

6. Explain the personal management as one of the important functional area of management.
7. Why it is necessary to delegate authority? Give three reasons.
8. Why is it said that “Controlling is blind without planning”?

Section – C

Note: Attempt any three questions.

3 x 15 = 45

1. Define the communication. Discuss its process.
2. Explain briefly the steps in the process of control and also discuss the techniques of controlling.
3. Discuss the various steps which are involved in the planning process.
4. Write a detailed note on delegation of authority.
5. What is meant by scientific management? Discuss its important techniques.