



DCBB – 101

I Semester B.B.A. Examination, February/March 2023

(NEP Scheme)

BUSINESS ADMINISTRATION

Management Principles and Practice

Time : 2½ Hours

Max. Marks : 60

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

SECTION – A

I. Answer **any five** of the following questions :

(5×2=10)

- 1) a) Define co-operative society.
- b) What is sole trading concern ?
- c) State the types of plan.
- d) Give the meaning of decision making.
- e) Define organisation.
- f) What do you mean by delegation ?
- g) What do you mean by controlling ?

SECTION – B

II. Answer **any three** of the following questions :

(3×4=12)

- 2) Explain the functions of co-ordination.
- 3) What are the characteristics of a good leadership ?
- 4) Explain the seven (7) C's of communication.
- 5) Explain the types of responsibilities.
- 6) Explain the functions of management.

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SECTION – C

III. Answer **any three** of the following questions :

(3×10=30)

- 7) Briefly explain the Non-budgetary control techniques.
- 8) Explain the qualities of a good leader.
- 9) Briefly explain the different types of communication.
- 10) Briefly explain the functions of staffing.
- 11) Explain the characteristics of planning.

SECTION – D

IV. Answer **any one** of the following questions :

(1×8=8)

- 12) a) You wish to start a small business (assume any product or service) to grow yourself as an Entrepreneur. Keeping in view the various aspects of planning discussed in planning Chapter. Prepare a plan for producing Product-X.

OR

- b) Imagine you are a Financial Manager in a company. What are the steps to be taken by yourself regarding declining the profits of the company for the last five years ?
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