

Roll No. ....

Total No. of Questions : 13]

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## Paper ID [B0101]

(Please fill this Paper ID in OMR Sheet)

**BBA (101) (S05 / Old) (Sem. - 1<sup>st</sup>)**

### INTRODUCTION TO MODERN BUSINESS

Time : 03 Hours

Maximum Marks : 75

#### Instruction to Candidates:

- 1) Section - A is **Compulsory**.
- 2) Attempt any **Nine** questions from Section - B.

#### Section - A

**Q1)**

**(15 x 2 = 30)**

- a) Define Planning and list few types of planning.
- b) List some of the functions of Public Management.
- c) What are the steps in planning?
- d) Define organization and what are its types.
- e) List few principles of organization.
- f) What do you understand by responsibility?
- g) Define departmentation.
- h) What are the requirements of staffing?
- i) What is the aim of leading?
- j) What are the functions of a committee?
- k) What is the role of job enrichment?
- l) What are the types of Communication based on the direction?
- m) List few characteristics of an effective control system.
- n) What is budgetary control?
- o) What are the basic elements of control process?

## Section - B

(9 x 5 = 45)

- Q2)* Explain the essential features of a good plan.
- Q3)* Explain the concept and process of decision making.
- Q4)* Discuss centralization and decentralization.
- Q5)* “Departmentation is part of total organization” Explain.
- Q6)* Briefly explain the selection procedure followed by an industrial organization with which you are familiar.
- Q7)* Briefly explain the steps of the staffing process.
- Q8)* Explain the Trait Theory and The Situational Theory of Leadership in brief.
- Q9)* What do you understand by Motivation and what are the basic human needs placed by Maslow in the ascending order of importance?
- Q10)* Discuss the role and importance of Communication in modern business.
- Q11)* What are the various barriers to communication? Explain in brief.
- Q12)* Discuss various non-budgetary control techniques that may be used in business enterprises.
- Q13)* Define control. Explain the importance of control in a modern business enterprise.

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