

**Common to Branches – BUSINESS ADMINISTRATION/BUSINESS
ADMINISTRATION(IS)/ BUSINESS ADMINISTRATION(RM)/ BUSINESS
ADMINISTRATION(LOGISTICS)**

Maximum: 75 Marks

(10 × 1 = 10)

SECTION - B (35 Marks)

Answer ALL questions

ALL questions carry EQUAL Marks

(5 × 7 = 35)

| Module No. | Question No. | Question | K Level | CO |
|------------|--------------|--|---------|-----|
| 1 | 11.a. | Describe the nature and characteristics of management. | K2 | CO1 |
| | (OR) | | | |
| | 11.b. | Write the differences between management and administration. | | |
| 2 | 12.a. | Explain the characteristics of Management by Objectives. | K4 | CO2 |
| | (OR) | | | |
| | 12.b. | Explain the limitations of planning. | | |
| 3 | 13.a. | Ascertain the need and importance of departmentation. | K3 | CO3 |
| | (OR) | | | |
| | 13.b. | Examine the factors determining span of management. | | |
| 4 | 14.a. | Explain the steps involved in selection procedure. | K4 | CO4 |
| | (OR) | | | |
| | 14.b. | Explain the essential requirements of effective supervision. | | |
| 5 | 15.a. | Examine the process of control. | K3 | CO5 |
| | (OR) | | | |
| | 15.b. | Examine the benefits of budgetary control. | | |

SECTION - C (30 Marks)

Answer ANY THREE questions

ALL questions carry EQUAL Marks

(3 × 10 = 30)

| Module No. | Question No. | Question | K Level | CO |
|------------|--------------|---|---------|-----|
| 1 | 16 | Identify the roles of a manager. | K4 | CO1 |
| 2 | 17 | Explain the steps in the process of planning. | K4 | CO2 |
| 3 | 18 | Examine the principles of sound organization structure. | K5 | CO3 |
| 4 | 19 | Explain the different styles of leadership. | K5 | CO4 |
| 5 | 20 | Examine the techniques of coordination. | K6 | CO5 |

Z-Z-Z

END