



**BAA – 110**

**P.G. Diploma in Business Administration Examination,  
August/September 2010  
(Directorate of Distance Education)  
PRINCIPLES AND PRACTICE OF MANAGEMENT  
(New Scheme)**

Time : 3 Hours

Max. Marks : 80

**SECTION – A**

**(5×2=10)**

1. Answer the following in **two** or **three** sentences. **Each** question carries **2** marks.
- Define the term “Management”.
  - What is “Bureaucracy” ?
  - What do you mean by “Span of control” ?
  - What is “Departmentalisation” ?
  - What is “Grapevine” ?

**SECTION – B**

**(5×8=40)**

Answer any **FIVE** questions. **Each** question carries **eight** marks.

- Explain the different functions of management.
- Discuss different levels of management with the help of a neat figure.
- Name and explain different skills required for a manager.
- What are the advantages and disadvantages of management by objectives ?
- What do you understand by “Planning” ? Discuss the steps involved in planning process.
- Describe the principles and steps that constitute the organising process.

**P.T.O.**