

Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur
Directorate of Distance Education
Professional / Technical 2nd Semester (Session 2014-17)
Subject:- Bachelor of Business Administration (BBA)
Paper – 6
Model Paper (Full Marks – 70)

Principles of Management

1. Define Management. Discuss its importance.
2. Discuss the functions of Management.
3. “Management is an Art or Science or Both.” Explain this statement.
4. Define Planning. Discuss its importance.
5. What are the types of Planning? Explain.
6. Discuss the steps involved in Planning.
7. Discuss the importance of Organizing.
8. Define Organizing. Discuss its features.
9. Discuss the types of Organization structure.
10. Explain the steps involved in staffing process.
11. Define Recruitment. Discuss the sources.
12. Explain the need of training for the staff in an organization.
13. Define Motivation. Discuss its importance.
14. What are the steps in the process of control? Explain.
15. Discuss the types of control techniques.
16. Short notes: (Any two)
 - (a) Maslow’s Theory
 - (b) Performance Appraisal
 - (c) Decentralization
 - (d) Selection

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Paper – 7
Model Paper (Full Marks – 70)

Organizational Behaviour

1. Define Organization Behaviour. Discuss its importance.
2. Define Motivation. Discuss its features.
3. Explain the importance of Motivation.
4. Discuss the qualities of a good leader.
5. Define leadership. Discuss its importance.
6. Discuss the types of leadership styles.
7. Give the suggestions of improving interpersonal effectiveness.
8. Discuss the concepts of organizational culture. Discuss the importance.
9. What is Personality? Discuss its importance.
10. Discuss the role of Team Building in an organization.
11. Define Behaviours. Discuss its causations.
12. Discuss the importance of psychological.
13. Write and explain job satisfaction.
14. What are the main conflicts of Management? Discuss its features.
15. Distinguish between leadership and management.
16. Short notes:
 - (i) Attitude
 - (ii) Morality
 - (iii) Maslow's Theory

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Subject:- Bachelor of Business Administration (BBA)
Paper – 8
Model Paper (Full Marks – 70)

Business Communication

1. Define Communication. Discuss its features.
2. Discuss the importance of Business Communication.
3. What are the Barriers to effective communication? Discuss.
4. Distinguish between verbal and non-verbal communication.
5. Discuss the principles of letter writing.
6. Discuss the various types of letter.
7. Explain the process of profiting of notices.
8. What do you mean by Agenda? How and why is it prepared?
9. Discuss the process of receipt and dispatch of mail.
10. Discuss the various types of mail. Discuss its importance.
11. Explain the Agenda and Minutes of Company Meeting.
12. What is Electronic Communication System? Discuss its features.
13. Discuss the merits and demerits of verbal communication.
14. Discuss the merits and demerits of non-verbal communication.
15. Short notes:- (Any two)
 - (i) Internet
 - (ii) E-Mail
 - (iii) FAX
 - (iv) Quotations

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Paper – 9
Model Paper (Full Marks – 70)

Business Statistics

1. Define Statistics. Discuss its importance.
2. Discuss the function and scope of Statistics.
3. Define and distinguish between Primary and Secondary Data. Explain with examples.
4. Calculate quartile deviation and its co-effective from the following data:-

Class	Frequency
0-10	4
10-20	15
20-30	28
30-40	16
40-50	7

5. Calculate Mean Deviation from Median:-

Class	0-6	6-12	12-18	18-24	24-30
Frequency	8	10	12	9	6

6. Explain the merits and demerits of mean deviation & standard deviation as a measure of dispersion.
7. Define Correlation Analysis. Discuss the methods of determining correlation.
8. Define Karl Pearson's Coefficient of Correlation. Discuss its main features.
9. Define Regression and explain its importance.
10. Distinguish between correlation and regression.
11. Discuss the various methods of measuring regressions.
12. Define Index Numbers. Discuss its importance.
13. Define Time-Series. Discuss its components.
14. Define Probability Theory. Discuss its basic concepts.
15. Short notes:
 - (i) Range
 - (ii) Spearman's Rank Correlation

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Subject:- Bachelor of Business Administration (BBA)
Paper – 10
Model Paper (Full Marks – 70)

Fundamental of Computer

1. Define Computer. Discuss its components.
2. Explain the Generation of Computers.
3. What is Input Devices? Discuss its various types with examples.
4. Define Output Devices. Discuss its various types with examples.
5. What is C.P.U.? Discuss the processing system in C.P.U. with diagram.
6. What is Software? Discuss its types.
7. Define Operation System. Discuss its importance.
8. Discuss the various types of Memory of Computer.
9. What is a File? Discuss its uses in MS DOS.
10. What are the main Internet Commands of MS DOS?
11. Define G.U.I. Discuss its salient features.
12. Discuss the steps for starting and exiting windows?
13. Write the steps of creating, copying, and deleting program files.
14. Define Tally. Discuss its importance.
15. Short Notes:
 - (i) Hardware
 - (ii) Directory
 - (iii) Windows
16. Define MS Windows. How it is better than MS DOS.