



HDH-161100010104 Seat No. _____

B. B. A. (Sem. I) (CBCS) Examination

November / December – 2017

Fundamentals of Management

Time : 2½ Hours]

[Total Marks : 70

- Instructions :** (1) There are five questions, each of 14 marks.
(2) Figures to the right side indicate marks of the questions.

1 Define the term Management. Discuss "Management is an art and science both." 14

OR

1 Write a note on following :

(a) Professionalization of Management in India. 7

(b) Effective Management 7

2 Define Planning. Explain steps in Planning. 14

OR

2 Explain conceptual difference between planning and plan. 14
Discuss types of plan in detail.

3 Define organizing. Explain its process along with need of formal organization structure. 14

OR

3 Write a note on following :

(a) Authority and Responsibility 7

(b) Discuss the concept of Project Organization and Committee Organization. 7

4 What is Staffing? Explain importance of Staffing in management. 14

OR

- 4 (a) What is motivation? Discuss its features. 7
- (b) Define Co-ordination. Explain ways to achieve Co-ordination in an Organization. 7

- 5 Define controlling with its features. Describe Role/Importance of Controlling. 14

OR

- 5 Explain the concept of "Control by Exception" and discuss benefits of control by Exception. 14
