



JAQ-161100010104

Seat No. _____

B. B. A. (Sem. I) (CBCS) (WEF-2016) Examination

November – 2019

Fundamentals of Management

(New Course)

Time : 2½ Hours]

[Total Marks : 70

Instructions :

- (1) There are five questions, each of 14 marks.
- (2) Figures to the right indicates marks of the questions.

- 1 (a) Explain concept of Management and discuss its characteristics. 7
- (b) Explain significance of Management. 7

OR

- 1 Write a note on following :
 - (a) Management as an Art and Science both. 7
 - (b) Management as a Profession.

- 2 Define 'Planning'. Discuss types of planning premises. 14

OR

- 2 (a) Write a note on 'Features of an Effective plan'. 7
- (b) Write a note on 'Decision-Making'. 7

- 3 Define 'Organisation' and explain organisation process. 14

OR

- 3 (a) Explain 'functional organisation structure'. 7
- (b) Write a note on 'Organisation chart'. 7

4 Explain what is 'Staffing'. Also explain its functions. 14

OR

4 (a) Write a note on : 'Tools of Directing'. 7

(b) Explain 'Co-ordination' and also discuss its methods. 7

5 Explain concept of 'Controlling' and state its importance. 14

OR

5 (a) Define 'Controlling' and explain its characteristics. 7

(b) Explain 'Controlling Process'. 7
