

B.B.A. Semester - 1 (CBCS) Examination
Nov./Dec. -2018 (New Course)
FUNDAMENTALS OF MANAGEMENT (CORE)

Time: 2:30 Hours**Marks: 70****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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Que-1 Define term 'Management'. Discuss functions of management. (14)

OR

Que-1 Discuss:

- a. Universality of management. (07)
- b. Significance of management. (07)

Que-2 Discuss steps involved in planning process. (14)

OR

- Que-2
- a. Need and importance of planning. (07)
 - b. Explain forecasting and decision-making. (07)

Que-3 Write a note on organizing process. (14)

OR

- Que-3
- a. Explain authority, power, and responsibility. (07)
 - b. Organisation chart (only meaning and uses) (07)

Que-4 What is staffing? Discuss importance of staffing. (14)

OR

- Que-4
- a. Discuss characteristics of leadership. (07)
 - b. Discuss characteristics of supervision. (07)

Que-5 What is controlling? Discuss controlling process. (14)

OR

- Que-5
- a. Importance of controlling. (07)
 - b. Principles of effective controlling system. (07)
