Roll No…….. **Total No. of Printed Pages: [01]**
Total No. of Questions: [09]

BBA (Semester – 5th)
FUNDAMENTALS OF MANAGEMENT
Subject Code: BBAD0F91
Paper ID: [OE1150102]

Time: 03 Hours **Maximum Marks: 60**

Instruction for candidates:

1. Section A is compulsory. It consists of 10 parts of two marks each.
2. Section B consist of 5 questions of 5 marks each. The student has to attempt any 4 questions out of it.
3. Section C consist of 3 questions of 10 marks each. The student has to attempt any 2 questions.

Section – A **(2 marks each)**

Q1. Attempt the following:

a) Define Management as a Process.
b) What is Unity of Command?
c) What is Authority and Responsibility?
d) What is Centralization?
e) What are the Limitations of Planning?
f) What are the types of Plan?
g) What is Strategy?
h) What is Departmentation?
i) What is Organizational Structure?
j) What is Division of work?

Section – B **(5 marks each)**

Q2. What are the Steps Involved in the Process of Organizing? Discuss.
Q3. What is Decentralization? Discuss its advantages.
Q4. What is Staffing? Discuss its process.
Q5. What are Decision Making Styles? Discuss.
Q6. Discuss the concept of Management by Objectives.

Section – C **(10 marks each)**

Q7. Discuss the nature and scope of management in detail.
Q8. Elaborate the concept of span of management in detail.
Q9. Discuss the techniques or methods to ensure Effective Coordination.