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Total No. of Printed Pages: [01]

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B. Com (Semester – 5th)
FUNDAMENTALS OF MANAGEMENT
Subject Code: BBAD0F91
Paper ID: [OE1140302]

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.