

Enrollment No.....



Faculty of Management Studies

End Sem Examination Dec-2023

MS3CO31 Fundamentals of Management

Programme: BBA

Branch/Specialisation: Management

**Duration: 3 Hrs.****Maximum Marks: 60**

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d. Assume suitable data if necessary. Notations and symbols have their usual meaning.

- Q.1 i. Management skills include- 1  
 (a) Leadership, time and stress management  
 (b) Innovation and creativity, communication  
 (c) Information gathering, negotiation, coaching and gathering  
 (d) All of these
- ii. Management levels include- 1  
 (a) Top managers (b) Middle managers  
 (c) First line managers (d) All of these
- iii. Neo-classical theory or behavior approach of management include – 1  
 (a) Hawthorne experiment (b) George Elton Mayo  
 (c) Both (a) and (b) (d) None of these
- iv. Who is known as 'The Father of Modern Theory of Management'? 1  
 (a) Harold Koontz. (b) Henry Fayol  
 (c) F.W. Taylor (d) Max Weber
- v. One of the earliest management thinkers to use the term MBO (Management by Objectives)- 1  
 (a) Harold Koontz. (b) Peter Drucker  
 (c) Porter (d) Heinz Weihrich
- vi. Management by exception is related to: 1  
 (a) Span of control (b) Scalar chain  
 (c) Delegation of authority (d) None of these
- vii. Workforce analysis is a part of- 1  
 (a) Recruitment process  
 (b) Selection process  
 (c) Training and development process  
 (d) Estimation of manpower requirement

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viii.	Identify the correct sequential order of staffing function-	1	
	(a) Recruitment, selection, training, placement		
	(b) Selection, training, recruitment, placement		
	(c) Recruitment, selection, placement, training		
	(d) Recruitment, training, selection, placement		
ix.	Coordination is-	1	
	(a) A management function		(b) The essence of management
	(c) An objective of management		(d) A social objective
x.	The element that aims at integrating group efforts to achieve group objectives is called _____.	1	
	(a) Cooperation		(b) Coordination
	(c) Management		(d) Directing
Q.2	i. What is meant by the “Management Process”?	2	
	ii. Comment on the true nature of management. Is it a science or an art.	3	
	iii. Outline the various functions and skill of a manager and explain the concept of a managerial effectiveness.	5	
OR	iv. Explain the principal functions of management. Would you attach different levels of importance to these functions at various level of management.	5	
Q.3	i. Who is a father of management and mentioned his contribution?	2	
	ii. Mention the different schools of management. Discuss the contribution of the human behaviour schools.	8	
OR	iii. What is a major task of manager according to the contingency approach? How is this approach an effort to integrate all previous approaches?	8	
Q.4	i. Differentiate between Management by Objective (MBO) and Management by Exception (MBE).	3	
	ii. “Decision making is the primary task of the manager”. Comment.	7	
OR	iii. Planning is the essence of the management and it is forward looking. Explain the statement with an example.	7	
Q.5	i. What is staffing? Describe the importance and need for staffing.	4	
	ii. Describe the advantages and disadvantages of recruiting temporary employees as a pool from which to select permanent employees. Are there advantages from the employee’s standpoint?	6	
OR	iii. Explain the characteristics of a leader in a present dynamic business environment, which will help the organisation to grow.	6	

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Q.6	Attempt any two:		
i.	Discuss the need and importance of coordination. Why it is considered the essence of management?	5	
ii.	What are the essentials of effective control systems? Which essentials do you think are most important?	5	
iii.	“Coordination is the orderly arrangement of group effort to provide unity of action in pursuit of a common purpose”. Elucidate this statement.	5	

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