

Satyug Darshan Institute of Engineering & Technology, Faridabad

Department of Management Studies

Academic year 2025-26

Programme: BBA DM	Year & Semester: I / Sem -I
Course Name: Fundamentals of Management.	Course Code: BBA/DMKG/101
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Unit I

Short answer questions

Q.N.	Question	KL
1	Define Management.	1
2	State the 4 Principles given by F.W Taylor.	1

Long answer questions

Q.N.	Question	KL
1	Discuss the nature and significance of Management	2
2	Explain the evolution of management thoughts	2
3	Explain the contribution of Taylor.	2
4	Explain the contribution of Henry Fayol.	2
5	Explain levels of management.	2
6	Discuss the Human Relations & Behavioural School with reference to Hawthorne Studies.	2

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Unit II

Short answer questions

Q.N.	Question	KL
1	Discuss the concept of Span of Control.	2
2	Explain the concept of MBO.	2

Long answer questions

Q.N.	Question	KL
1	Differentiate between Management & Administration.	4
2	Differentiate Authority vs. Responsibility	4
3	Differentiate between Centralization & Decentralisation	2
4	Explain the process of delegation.	2
5	Explain the barriers to delegation.	2

Unit III

Short answer questions

Q.N.	Question	KL
1	Define Planning. State importance of efficient Planning.	1
2	Explain the types of Plan.	2

Long answer questions

Q.N.	Question	KL
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1	Discuss Managerial functions in detail, state their importance in the effective functioning of organisation	2
2	Explain the Process of Organising and state its significance.	2
3	Explain the nature and importance of Staffing.	2
4	Explain the process of Staffing.	2
5	Differentiate between Recruitment and Selection.	4

Unit IV

Short answer questions

Q.N.	Question	KL
1	Define Controlling. State different types of Control.	1
2	Define HRM. State its importance.	1

Long answer questions

Q.N.	Question	KL
1	Discuss the techniques of Controlling.	2
2	Explain the nature of Directing	2
3	Explain the process of decision-making.	2
4	Explain the importance of Performance Appraisal.	2