

Sr. No. 1279

Exam. Code : 110101

Subject Code : 3632

B. Voc. Banking & Financial Services - Ist Sem.

(2116)

BVC-103: Fundamentals of Management

Time allowed: 3 hrs.

Max. Marks: 50

INSTRUCTION TO CANDIDATES:

1 Section- A is Compulsory.

2 Attempt any two questions from each section(B&C).

SECTION-A

(10x2=20 Marks)

1 Write any ten Short notes on the following:

- a) Management as Process
- b) Effective Management
- c) Response to control
- d) Short term Vs. Long term planning
- e) Span of management
- f) Matrix Organization Line Type Organization
- g) Difference between training and development
- h) Meaning of Performance Appraisal
- i) Benefits of coordination
- j) Control tools

PTO

(2)

SECTION-B

(10x2=20 Marks)

2. Discuss the nature and importance of planning
3. Explain various types of Organizations? Also Explain their benefits. What are the different forms of organization? Give their importance too.
4. What is MBO? Explain its process and benefits.
5. What is Span of Management? What are the factors determining effective Span?

SECTION-C

(10x2=20 Marks)

6. Explain the meaning and scope of authority, responsibility and accountability. To what extent, can these be delegated.
7. What is difference between centralization and decentralization? What are the various determinants of effective decentralization?
8. Explain various leadership styles in detail.
9. How coordination is different from Co-operation? Also give various techniques of coordination

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