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**Roll No. \_\_\_\_\_\_\_\_\_\_\_\_**

**C-1202**

**B.Com. (I Semester) Examination, Dec. 2018**

**COMMERCE**

**ESSENTIALS OF BUSINESS MANAGEMENT (Back Paper)**

*Time Allowed: Three Hours] [Maximum Marks: 70*

**Note:** Answer **all** questions.

**Q. 1.** Write short note of anysix of the following : **5\*6=30**

fuEufyf[kr esa ls fdUgh N% ij fVIi.kh fyf[k,%

1. Management process.

izcU/ku izfdz;k

1. System Approach to management

izcU/ku esa O;ofLFkr n`f"Vdks.k

1. Steps ofplanning process

fu;kstu izfdz;k ds pj.k

1. Organization

laxBu

1. Elements of staffing.

LVkWfQax ds rRo

1. Objectives of training?

izf'k{k.k ds mn~ns';

1. Management by objectives (MBO)

^mn~ns';ksa ds }kjk izcU/ku\*

1. Coordination

leUo;

**Q. 2.** What are the functions of a Manager? Is mere knowledge of management enough to become a successful manager? Briefly explain you viewpoint. **10**

izcU/kd ds D;k dk;Z gS\ ,d lQy izca/kd cuus ds fy, D;k izca/ku dk Kku gh i;kZIr gS\ vius n`f"Vdks.k dks laf{kIr esa le>kb;sA

Or/vFkok

What is the management? Explain the importance and nature of management.

izcU/ku D;k gS\ izcU/ku ds egRo ,oa izd`fr dh O;k[;k dhft,A

**Q. 3.** Define the concept of Planning. Why planning is important for a business enterprise?**10**

fu;kstu dh vo/kkj.kk dks ifjHkkf"kr djasA ,d O;kikfjd m|e ds fy, fu;kstu D;ksa egRoiw.kZ gS\

Or/vFkok

What are the characteristics of line and staff organisation? How does staff organisation differ from line organisation?

ykbu vkSj LVkWQ laxBu dh D;k fo'ks"krk,a gS\ ykbu laxBu LVkWQ laXkBu ls fdl izdkj fHkUu gS\

**Q. 4.** Discuss the need and significance of staffing in modern organisation. **10**

vk/kqfud laxBuksa esa LVkfQax dh vko';drk vkSj egRo ij ppkZ djsaA

Or/vFkok

Directing is the heart of the management process. Do you agree? Give suitable reasons is support of your answer.

funZs'ku izcU/k izfdz;k dk ân; ¼dsUnz fcUnq½ gSA D;k vki blls lger gS\ vius mRrj ds i{k esa mi;qDr dkj.k crkb;sA

**Q. 5.** Explain various techniques of coordination. **10**

leUo;u ds fofHkUu rduhdksa dh O;k[;k dhft,A

Or/vFkok

Discuss the concept and process of control. State the requirements of an effective control system.

fu;a=.k dh vo/kkj.kk vkSj izfdz;k ij ppkZ djsaA ,d izHkko'kkyh fu;a=.k O;oLFkk dh vko';drk dks crk,aA