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BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)
EXAMINATION : JUNE - 2022
SEMESTER - IV
Sub: Principles and Practice of Management (PPM-II)(BCA 441-18)

Date : 14/06/2022

Total Marks : 60

Time: 2.00 pm to 04.30 pm

Instructions:

1. All questions are compulsory unless and otherwise stated.
 2. Bold figures to the right of every question are the maximum marks for that question.
 3. Candidates are advised to attempt questions in order.
 4. Answers written illegibly are likely to be marked zero.
 5. Use of scientific calculators, Log tables, Mollier Charts is allowed.
 6. Draw neat and labeled diagrams wherever necessary.
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Q.1. Fill in the blanks. (5)

1. ----- is not a feature of controlling.
 - a) Continuous process
 - b) Action-oriented
 - c) Keeping employees busy
 - d) Pervasive function
 - e)
2. ----- becomes important for teamwork and cooperation
 - a) Leadership
 - b) Management
 - c) Administration
 - d) None
3. Need hierarchy theory of motivation has been given by
 - a) Maslow
 - b) Henry Fayol
 - c) Taylor
 - d) Peter Drucker
 - e)
4. ----- plays important role in communication.
 - a) Time
 - b) feedback
 - c) Information
 - d) None
 - e)
5. is not a financial incentives.
 - a) Bonus
 - b) salary
 - c) provident fund
 - d) Challenging job

Q.2. State True/False (5)

1. Encoding is a process of converting message into symbol.
 2. Directing flows in upward direction.
 3. Controlling helps in achieving organizational objectives.
 4. Directing is a onetime process.
 5. Performance appraisal is also called as merit rating.
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Q.3. Answer the following in short. (solve any 5) (10)

1. What are the elements of directing?
2. What are the techniques of motivation?
3. Define Esteem needs
4. Explain any 2 principles of leadership.
5. What is job enrichment?
6. Define QWL.

Q.4 Answer the following in detail. (Solve any 6) (30)

1. Explain need and importance of MBO.
2. What is the importance of good leadership in management?
3. State the essentials of good Control
4. Define staffing. What is the importance of staffing?
5. Define Morale. Is morale related to productivity?
6. Explain the great man theory of leadership.
7. What is disaster management? State the features of disaster management.

Q.5 Answer the following in detail. (Solve any 1) (10)

1. Explain the importance and principles of effective communication?
2. Explain in Herzberg's two factor theory of motivation. .
