

**TILAK MAHARASHTRA VIDYAPEETH, PUNE**  
**BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)**  
**EXAMINATION: DECEMBER - 2022**  
**SEMESTER - II**

**Sub: Principles and Practice of Management-I (PPM-I) (BCA –244-18/BCA-244-20)**

**Date : 31/12/2022**

**Total Marks : 60**

**Time: 2.00 pm to 4.30 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.

**Q.1. Fill in the blanks. (5)**

1. ----- means assigning the work to subordinate.
 

a) Authority	b) Responsibility
c) Delegation	d) None
2. Espirit de corps is a ----- term
 

a) Indian	b) French
c) Japanese	d) American
3. ----- Decisions are routine in nature.
 

a) Programmed	b) Unprogrammed
c) major	d) none
4. A ----- .group of people who work collectively.
 

a) Committee	b) group
c) management	d) All of above
5. ----- means drawing a conclusion about production, sales, profit etc.
 

a) Decision making	b) Forecasting
c) A & B both	d) None

**Q.2. State True/False (5)**

1. Science is the systematic body of knowledge
2. Management and administration is same
3. Technically, The middle authority makes the decisions
4. Planning and control are closely interrelated and they determine the accuracy of decision making
5. Management is art of getting things done through others

- Q.3. Answer the following in short. (solve any 5) (10)**
1. What are objectives?
  2. Why management can be considered as art?
  3. What is departmentation?
  4. What is centralization?
  5. Define the term strategies.
  6. What is time study?
- Q.4. Answer the following in detail. (Solve any 6) (30)**
1. List down the advantages of planning?
  2. Write down the steps in decision making process.
  3. What are the functions of management?
  4. Write short note on scientific management.
  5. What is delegation of authority? Write the remedies suggested for good delegation.
  6. Write the advantages and limitations of forecasting
  7. Write short note on span of management
- Q.5. Answer the following in detail. (Solve any 1) (10)**
1. Explain the process of MBO given by Peter drucker.
  2. Explain the 14 principles of management
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