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BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)

EXAMINATION: DECEMBER/JANUARY- 2023-24 SEMESTER - II

Sub: Principles and Practice of Management-I (PPM-I) (BCA-244-20)

Date: 04/01/2024		Total Marks: 60	Time: 2.00 pm To 4.30 pm	
 Instructions: All questions are compulsory unless and otherwise stated. Bold figures to the right of every question are the maximum marks for that question. Candidates are advised to attempt questions in order. Answers written illegibly are likely to be marked zero. Use of scientific calculators, Log tables, Mollier Charts is allowed. Draw neat and labeled diagrams wherever necessary. 				
Q.1.	Fill in the blanks.		(5)	
1.	Every successful manager has to develop an effective system of			
	a) Communication	b) Controll		
	c) Motivation	d) Decision	· ·	
2.	includes man power planning, recruitment, selection, placement and training.			
	a) Planning	b) Organizi		
	c) Staffing	d) Directing		
3.	is a process of check	is a process of checking actual performance against standard performance.		
	a) Communication	b) Controll	ing	
	c) Motivation	d) Decision	Making	
4.	includes forecasting, formation of objectives, policies, programs,			
	producer and budget.			
	a) Planning	b) Organizi	ng	
	c) Staffing	d) Directing	g	
5.	is the process in which a lot of actions are involved and lot of alternatives			
	are available.			
	a) Communication	b) Controll	ing	
	c) Motivation	d) Decision	Making	
Q.2.	State True/False		(5)	
1.	Matrix organization is hybrid structure.			
2.	Decentralization means extensive delegation.			
3.	Management is as old as man.			
4.	Management principles are universal in nature.			
5. Management does not include the process of designing and maintaining a in which individuals working together in groups efficiently accomplish s				
	in which individuals working to	ogether in groups efficiently ac	ecomplish selected aims.	
Q.3.	Answer the following in short	(Solve ony 5)	(10)	
Q.S. 1.	What is forecasting?	. (Burve any 3)	(10)	
2.	Define Gang Boss.			
3.	What is Instruction Card Clerk	?		
4.	Define Departmentation.	•		
5.	What is MBO?			
6.	Define delegation.			

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

(30)

- 1. Why Management is a social science?.
- 2. Distinguish between management and organization.
- 3. Write a note on the main conclusions of Hawthorne Experiments.
- 4. Explain Objectives of planning.
- 5. What are the styles of decision making?
- 6. Explain Qualitative techniques of forecasting.
- 7. What are the three elements of organization?

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

(10)

- 1. Describe the managerial skills in detail.
- 2. Explain the importance of management.