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BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)
EXAMINATION : MAY- 2024
SEMESTER - II

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

Date:27/05/2024

Total Marks:60

Time: 10.00 am To 12.30 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. ----- invented the concept of MBO

a) Taylor	b) Peter Drucker
c) Fayol	d) Gertner
2. -----means looking ahead.

a)Planning	b) Decision making
c) both A & B	d) None
3. ----- is necessary to avoid extra burden of a single person.

a) Division of work	b) Participation in decision making
c) organizing	d) staffing
4. ----- is process of checking actual performance against standard performance

a) planning	b) forecasting
c) decision making	d) Controlling
5. ----- can be considered as founder of human relation approach.

a) Eltan Mayo	b) Oliver Sheldon
c) Barnard	d) Drucker

Q.2. State True/False (5)

1. An art is a systematic study of knowledge.
2. Job analysis is finding best way of doing.
3. Authority and responsibility are two sides of same coin.
4. Management and administration are same.
5. Planning and control are closely related which determine accuracy of decision making.

Q.3. Answer the following in short. (Solve any 5) (10)

1. Define management.
2. What is long term planning?
3. List criticisms made on Taylors scientific management
4. Define autocratic Decision making.
5. What is departmentation?
6. What is unity of command?

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

1. Explain different skills required by managers.
2. What are the essentials of good plan?
3. List down the advantages and limitations of committee organization.
4. What is decision making? What are different types of decisions?
5. Explain the characteristics of management.
6. What is functional organization? Write the responsibilities of each boss.
7. Write short note of Span of management.

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

1. Explain any 5 functions of management.
 2. Explain the process of MBO.
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