

Roll No.....

Total No. of Sections : 03

Total No. of Printed Pages : 03

Code No. : C-298

Annual Examination - 2018

BCA Part - II

BCA-206

PAPER - I

PRINCIPLES OF MANAGEMENT

Max.Marks : 50

Time : 3 Hrs.

Min.Marks : 20

Note : Section 'A', containing 10 very short-answer-type questions, is compulsory. Section 'B' consists of short answer type questions and Section 'C' consists of long answer type questions. Section 'A' has to be solved first.

Section - 'A'

Answer the following very short-answer-type questions in one or two sentences : **(1 × 10=10)**

- Q.1 How does Management differ from administration?
- Q.2 State any two social objectives of business.
- Q.3 What is the objective of planning?
- Q.4 What do you understand by a strategy?
- Q.5 What do you understand by the term human resource development?
- Q.6 Define decentralization.
- Q.7 Define leadership.

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- Q.8 "Communication is sharing of understanding." - Comment.
Q.9 What is meant by controlling?
Q.10 What are the essential features of an effective decision?

Section - 'B'

Answer the following short-answer-type questions with word limit 150-200 : (3 5=15)

- Q.1 What are the different managerial skills?
OR
How the managerial roles are classified?
Q.2 What is feasibility report?
OR
What is the relationship between planning and controlling?
Q.3 What is organization chart?
OR
What is recruitment and selection?
Q.4 Explain the requirements of a successful business.
OR
Explain media of oral communication.
Q.5 Discuss the importance of control in organization.
OR
Distinguish between strategic and tactical decisions.

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Section - 'C'

Answer the following long-answer-type questions with word limit 300-350 : (5 5=25)

- Q.1 What is Management? Explain its characteristics.
OR
Describe multifaceted responsibilities of a Professional Manager.
Q.2 Define planning. State the importance of planning and describe various types of plans.
OR
Explain the process of planning in detail.
Q.3 What do you mean by Principles of Organization? Explain briefly the difference between a Line Organization and Functional Organization.
OR
Explain 'Delegation of Authority' and 'Staffing.'
Q.4 Explain various elements of Direction.
OR
Define communication and write essentials of a good communication.
Q.5 Write the steps of controlling.
OR
Explain the techniques of decision-making.

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