

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.

P.T.O.

(2) Code No. : C-298

- 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.

(3) Code No. : C-298

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.