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EXAMINATION: DECEMBER- 2024/JANUARY-2025
SEMESTER - II

Sub: Principles and Practice of Management-I (PPM-I) (BCA-244-20/BCA23-204)

Date: 06/01/2025

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. ---- determines in advance what should be done why and where should be done
 - a) Planning
 - b) Forecasting
 - c) Controlling
 - d) Directing
2. ----- involves selection of best alternative.
 - a) Planning
 - b) Decision making
 - c) Controlling
 - d) None
3. ---- is called as the founder of human relation school.
 - a) Taylor
 - b) Fayol
 - c) Elton Mayo
 - d) Urwick
4. Internally every organization has to be divided into small groups called ----
 - a) Department
 - b) Work group
 - c) Both
 - d) None
5. ----- is the oldest & simplest form of organization.
 - a) Matrix
 - b) Line
 - c) Committee
 - d) None

Q.2. State True/False

(5)

1. Management is a social science.
2. Technically middle authority makes the decisions.
3. Esprit De Corps is a English term.
4. Taylor is called as father of modern management.
5. Forecasting provides parameters to planning.

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

(10)

1. Define the term motivation.
2. What is unity of command?
3. Define administration
4. What are objectives?
5. What is time study?
6. What is scalar chain?

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

1. Explain management as a profession
2. Explain the process of departmentation.
3. What is delegation of authority? What are the elements of delegation of authority
4. Explain the limitations of planning.
5. Explain the process of decision making
6. Write the merits and demerits of matrix organization.
7. Write short note on scientific management.

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

1. Explain 14 principles of management.
 2. Explain Committee organization with its merits and demerits.
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