

Sub: Principles and Practice of Management (PPM-II) (BCA 441-20)

Time: 2.00 pm To 4.30 pm

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.

(5)

- (5)

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

1. What is training?
2. Define motive.
3. What is controlling?
4. Define morale.
5. What is Recruitment?
6. Define staffing.

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

1. Explain the internal and external sources of recruitment.
2. What is performance appraisal?
3. Write a note on nature of direction.
4. Describe the features of communication.
5. What is the need for affiliation?
6. State advantages and disadvantages of oral communication.
7. What are the three methods of recruitment?

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

1. What is the general process of selection of workers?
 2. Explain Maslow's need of hierarchy theory.
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