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BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)**EXAMINATION: JUNE - 2025****SEMESTER - II****Sub: Principles and Practice of Management-I (PPM-I) (BCA –244-18)****Date : 06/06/2025****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. Father of administrative management.
a) Mayo
b) Gilbert
c) Fayol
d) Taylor
2. Management is
a) An art
b) Science
c) Art & Science
d) None
3. Every subordinate should receive orders from and be accountable to only one superior is
a) Unity of command
b) Unity of Direction
c) Scalar chain
d) Centralization
4. invented the concept of MBO
a) Fayol
b) Taylor
c) Chester
d) Peter drucker
5. ----- means assigning the work to others and giving them authority.
a) authority
b) Delegation of authority
c) Responsibility
d) None.

Q.2. State True/False (5)

1. Forecasting is prediction about future
2. Centralization indicated minimum delegation
3. Management applies to managers at lower level
4. Hawthorn experiments are divided into 2 phases
5. One of the management skills is technical skills which one involve the ability to work well with others

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

1. What is authority and responsibility?
2. What is organizing?

3. Define the term communication.
4. What is programmed and un-programmed decision making?
5. Define the term objectives.
6. What is Management?

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

1. List down the limitations of Line & staff organization.
2. What is departmentation? Explain the process of departmentation.
3. Write short note on “Importance of decision making”.
4. Explain the importance and limitations of forecasting.
5. Define the term budget. What are the different types of budget?
6. Write any 5 principles of management.
7. Case study - Your grandfather has retired as the Director of a manufacturing company. At what level of management was he working? What functions do you think he was performing at that level? State any two.

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

1. Explain the concept of scientific management?
 2. What is planning? Explain the advantages of planning
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