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BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)
EXAMINATION : JUNE-2025
SEMESTER - IV

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

Date : 04/06/2025

Total Marks :60

Time: 2.00pm To 4.30pm

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. _____ is the second step in control process.
a) Establishment of standards b) Measurement of performance
c) Taking corrective actions d) Comparing performance with standards
2. _____ event is an organizational event.
a) Political b) Heritage
c) Charitable d) Sports
3. _____ covers production installation and service only.
a) ISO 9003 b) ISO 9002
c) ISO 9000 d) ISO 9004
4. _____ is a method of material control according to value.
a) ABC analysis b) Management Audit
c) PERT d) CPM
5. Anniversary comes under _____ category of events.
a) organizational b) personal
c) cultural d) leisure

Q.2. State True/False.

(5)

1. A leader should be good at communication ideas, feelings, decisions and orders.
2. The objective of control is to see that everything is carried out in its predetermined order.
3. PERT was first used by British Army.
4. Disaster Management is an organized and systematic effort to tackle the situation or condition effectively before any disaster has happened.
5. Internal sources may not always fulfill the needs of an organization.

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

(10)

1. What is Performance appraisal?
2. Write a note on nature of direction.
3. What are the features of communication?
4. Define morale.
5. List the features of leadership.
6. Define recruitment.

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

1. State the methods and sources of recruitment.
2. Explain the medias of non-verbal communication.
3. What are the types of motivation?
4. Explain The Expectancy Theory of Motivation.
5. Describe the characteristics of leadership.
6. What are the techniques of motivation?
7. Write a note on selection Procedure.

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

1. Explain David McClelland's theory of motivation.
 2. Write a note on principles of leadership.
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