

**Paper Code : 21302**

**F-402**

**B.C.A. (First Semester) Examination, 2021-22**

**(New Course)**

**Paper No. BCA -102**

**FUNDAMENTALS OF MANAGEMENT**

**Time : Three Hours ] [ Maximum Marks : 70**

**Note :** Attempt five questions in **all**, selecting at least two each from **Section A** and **Section B**. All questions carry equal marks.

**Section-A**

1. "Management is the art of getting things through and with People in formally organized groups". In the light of the above statement, explain the contributions of Henri Fayol's 14 principles of management.

(1)

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2. What is Planning? Describe the steps involved in planning process.
3. What is leadership? Which leadership style -Autocratic or Participative is best suited in an organization and why?
4. Define MBO. What are the benefits of MBO in Planning?
5. Define Forecasting. Explain any two forecasting techniques used in decision making, citing examples.

**Section-B**

6. What do you understand by the word organising? What are the different types of organization?
7. What do you mean by Delegation of Authority? How is Authority different from Responsibility in the context of Organising?

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(2)

8. Define direction. State two important characteristics of directing and its effect, taking examples from your daily life.
9. Write short notes on:
  - (a) Barriers to Communication
  - (b) Herzberg's theory of Motivation
10. How does the use of Computer and its applications help in various areas of management, particularly in HRM?

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