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**Paper Code :DMB-101
Roll No.**

**BCA-6
1st Year Examination, Academic Batch 2017-18
Principle of Management
Business Communication**

Time : 3 Hours]

[Max. Marks : 100

Note. (A) Attempt any **five** questions.

(B) Each question carries equal marks. (20*5)

SECTION-A

Principle of Management

Q.1.Explain the term management. Briefly explain Man-Power Planning.

Q.2.What is performance appraisal? What are its major objectives and its importance in an organization?

Q.3.What is delegation? What are its types? Elaborate the steps involve in delegation.

Q.4.Define Management by objective (MBO). What are the merits and demerits of MBO?

Business Communication

Q.5 Discuss the various elements of effective communication.

Q.6 Write a note on the acronym KISS ? How does it affect communication?

Q.7 What are the principles and functions of business correspondence?

Q.8 What are the various networks of communication?