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(Printed Pages 3)

Roll No. \_\_\_\_\_

**20/1083**

**B.C.A. (First Semester) Examination, 2020**

**Third Paper**

**(Principles of Management)**

**Time : Three Hours**

**Maximum Marks : 75**

**Note:** Attempt any **five** questions. **All** questions carry equal marks.

**Note:** The answers to short questions should not exceed **200** words and the answers to long questions should not exceed **500** words.

1. Define Management. Explain the nature, functions and importance of Management. 15
2. Explain the contribution of F.W. Taylor to Scientific Management thought. 15

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3. Define Planning. Explain the process and importance of Planning. 15
4. Explain how communication is the essence of Management. Briefly discuss the different types of communication. 15
5. What do you mean by Delegation of Authority? State the principles and difficulties in delegation of authority. 15
6. Explain the meaning and importance of Motivation. Discuss Maslow's Need Hierarchy theory of Motivation. 15
7. Define Leadership. Explain briefly the various leadership styles. Point out the essential qualities of a successful leader. 15
8. Explain the nature of organisational change. Discuss the factors influencing change in a business organisation. 15

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9. What is Strategic Management and why is it important? State the various levels of strategic decisions. 15

10. Write short notes on **any two** of the following:  $7\frac{1}{2} + 7\frac{1}{2}$

- (i) Henry Fayol's Fourteen principles of Management.
- (ii) Types of Organisation.
- (iii) Nature and Principles of Direction.
- (iv) Stress Management.

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