

BCA 1st Semester Exam., 2019

**PRINCIPLES OF MANAGEMENT AND
ORGANIZATION**

Time : 3 hours

Full Marks : 60

Instructions :

- (i) The marks are indicated in the right-hand margin.
 - (ii) There are **SEVEN** questions in this paper.
 - (iii) Attempt **FIVE** questions in all.
 - (iv) Question Nos. **1** and **2** are compulsory.
1. Choose the correct answer of the following (any six) : $2 \times 6 = 12$
- (a) Who is a person who advanced early scientific management principles?
 - (i) Weber
 - (ii) Taylor
 - (iii) Vest
 - (iv) Fayol

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(b) A reporting relationship in which an employee receives orders from, and reports to, only one supervisor is known as

- (i) line of authority
- (ii) centralization
- (iii) unity of direction
- (iv) unity of command

(c) Which worked on administrative management theory?

- I. Fayol
- II. Parker
- III. Weber

Choose the correct option :

- (i) I and III
 - (ii) II and III
 - (iii) None of these worked on administrative management theory
 - (iv) I, II and III
- (d) _____ is the study of how to create an organizational structure that leads to high efficiency and effectiveness.
- (i) Scientific management
 - (ii) Job specialization
 - (iii) Administrative management
 - (iv) Allocation management

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(3)

(e) _____ is the singleness of purpose that makes possible the creation of one plan of action to guide managers in resource allocations.

- (i) Unity of direction
- (ii) Unity of command
- (iii) Unity of authority
- (iv) Unity of resources

(f) Which is an organizational-environmental theory?

- I. The open-systems view
- II. Contingency theory
- III. The theory of bureaucracy
- IV. Theory Z

Choose the correct option :

- (i) I and II <http://www.akubihar.com>
- (ii) I, III and IV
- (iii) II, III and IV
- (iv) I, II and III

(g) Theory _____ is based on positive assumptions about workers.

- (i) Z
- (ii) X
- (iii) Y
- (iv) C

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(Turn Over)

(4)

(h) The _____ theory states a manager's choice of organizational structures and control systems depends on characteristics of the external environment.

- (i) Mechanistic
- (ii) Management science
- (iii) Organic
- (iv) Contingency

(i) Which is not one of the Fayol's principles?

- (i) Authority and responsibility
- (ii) Line of authority
- (iii) Globalization
- (iv) Unity of command

(j) Which is not a management science theory?

- (i) Operations management
- (ii) TQM
- (iii) MIS
- (iv) None of the above

2. Answer any three of the following : $4 \times 3 = 12$

- (a) Briefly explain the classical approach towards management and theory coined by its significant contributors.

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(Continued)

- (b) What is planning? Explain the steps involved in planning.
 - (c) Briefly discuss various tools used for development organization strategy.
 - (d) Discuss various steps involved in decision-making process.
 - (e) How is management by objectives understood? Discuss briefly the process of MBO.
3. Explain various techniques in selection process. 12
4. Planning is looking ahead, and control is looking back. Comment. 12
5. Discuss the factors of theory of motivation. 12
6. What is organizational communication? How important is communication to managers? 12
7. What are the steps in controlling process and state the essentials of effective controls? 12

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