

**Code : 303104**

**BCA 1st Semester Exam., 2024**

**PRINCIPLE 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 known as the father of modern theory of management?

- (i) Harold Koontz
- (ii) Henri Fayol
- (iii) F. W. Taylor
- (iv) Max Weber

(b) Which of the following is not a management principle?

- (i) Order
- (ii) Discipline
- (iii) Equity
- (iv) Cooperation

(c) Which of the following is not a function of management?

- (i) Planning
- (ii) Profit earning
- (iii) Staffing
- (iv) Budgeting

(d) The management is need at

- (i) top level
- (ii) middle level
- (iii) lower level
- (iv) All of the above

(e) Who is known as the father of scientific management?

- (i) F. W. Taylor
- (ii) Max Weber
- (iii) Henri Fayol
- (iv) S. George

(f) The management is called a process because

- (i) it is applicable to the manufacturing process
- (ii) it is relevant for social organization
- (iii) it involves a series of action
- (iv) None of the above

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- (g) \_\_\_\_\_ is defined as the functions of getting things done through people.
- (i) Management
  - (ii) Science
  - (iii) Art
  - (iv) Both (i) and (ii)
- (h) The main aim of Taylor was to
- (i) improve labour relations
  - (ii) improve productivity
  - (iii) attempt a general theory of management
  - (iv) None of the above
- (i) Henri Fayol is well-known
- (i) as the father of scientific management
  - (ii) for formulating general principles of management
  - (iii) for promoting trade unionism
  - (iv) None of the above
- (j) Scientific analysis of work under scientific management requires
- (i) time study
  - (ii) motion study
  - (iii) Both (i) and (ii)
  - (iv) work study

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2. Answer any three of the following short answer-type questions :  $4 \times 3 = 12$
- (a) Write some characteristics of management.
  - (b) Write any two points favour for management as a science.
  - (c) "Management is both a science and an art." Comment.
  - (d) What is the main objective of planning?
  - (e) How do informal organization characteristics differ from formal organization characteristics?

Answer any three of the following :  $12 \times 3 = 36$

- 3. Describe the different objectives of planning.
- 4. Explain the Henri Fayol management theory.
- 5. Explain the qualities required for effective leadership.
- 6. What are the effective steps for direct control and preventive control?
- 7. Explain the concept of motivation. Discuss the importance of communication in a modern industrial organization.

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( Turn Over )

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