

BCA 1st Semester Exam., 2021**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. Answer any six questions of the following :

$$2 \times 6 = 12$$

- (a) Name five qualities of an effective manager.
- (b) What means 'Equity' in principles of management given by Fayol?
- (c) What is 'Fatigue Study'?
- (d) What are the functions of management?
- (e) Define motivation.
- (f) Define training.

✓ (g) What are the elements of delegation?

✗ (h) Define strategy.

✗ (i) Define centralization and decentralization.

2. Answer any three questions of the following :

$$4 \times 3 = 12$$

(a) How does planning provide direction?

(b) Distinguish between responsibility and accountability.

(c) How is a functional structure different from a divisional structure?

(d) What is meant by recruitment? How is it different from selection?

(e) What are the common barriers to effective communication?

3. Who is a leader? Discuss different types of leadership styles.

$$12$$

4. Discuss the relevance of Taylor and Fayol's contribution in the contemporary business environment.

$$12$$

5. Discuss Maslow's need hierarchy theory of motivation.

$$12$$

6. Explain the various steps involved in the process of control. 12
7. Explain the importance of controlling in an organization. What are the problems faced by the organization in implementing an effective control system? 12

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