

**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) : 2×6=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

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

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

Answer any *three* of the following : 12×3=36

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

\*\*\*