

BCA 1st Semester Exam., 2022

**INFORMATION TECHNOLOGY
AND APPLICATION**

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 & 2** are compulsory.

1. Answer any six of the following : $2 \times 6 = 12$

- (a) What is the purpose of an operating system?
- (b) What is the difference between program and software?
- (c) What is warm booting?
- (d) What is the difference between data and information?
- (e) What is the purpose of transmission media?

(f) The organization is a structure where people come together in groups and work together for the attainment of a common purpose.

(g) Staffing refers to the positioning of materials in the organization.

(h) Executive functions include 'directing'.

(i) Principle of unity of command is not a directing principle.

(j) Critical path method is the new control technique.

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

- (a) Explain the contribution of F. W. Taylor.
- (b) Mention management functions.
- (c) What are the different forms of organization? <https://www.akubihar.com>
- (d) Explain the significance of motivation.
- (e) Mention the different sources of recruitment.

3. Define the concept of management. Briefly explain its relationship with other social sciences.

12

(3)

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| 4. Explain the objectives of planning. What are the strategies and methods of decision-making? | 12 |
| 5. Explain formal and informal organizations. Also distinguish them. | 12 |
| 6. What are the qualities of a leader? Explain the different styles of leadership. | 12 |
| 7. What do you understand by social responsibility of business? Why should business be socially responsible? | 12 |

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