

**BCA 1st Semester Exam., 2023****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 & 2** are compulsory.

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

- (a) Define the term 'management'.
- (b) Who developed scientific management?
- (c) Max Weber developed which school of management thought?
- (d) Whether controlling is an executive function?
- (e) Who developed the management thought of human relations?
- (f) Introduce the concept of 'organization'.

(g) Define 'staffing' as a management function.

(h) Who propounded behavioural science approach of management thought?

(i) Is the principle of unity of command a directing principle?

(j) Name new control technique.

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

(a) Briefly discuss the main elements of scientific management.

(b) Mention executive functions in brief.

(c) Explain the nature and importance of planning.

(d) Discuss various types of formal organization.

(e) What are different elements of controlling?

**3.** Describe the objectives and characteristics of scientific management. 12

**4.** What is financial management? What are the basic characteristics of a financial plan? 12

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5. Explain briefly the steps involved in business planning. 12
6. Explain the meaning and significance of motivation. What are important elements of a sound motivation system? 12
7. Write an essay on social responsibility of business. 12

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