

Code : 303104

BCA 1st Semester Exam., 2019

**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. Choose the correct answer of the following
(any six) : 2×6=12

- (a) Who is a person who advanced early scientific management principles?
 - (i) Weber
 - (ii) Taylor
 - (iii) Vest
 - (iv) Fayol

(2)

- (b) A reporting relationship in which an employee receives orders from, and reports to, only one supervisor is known as

- (i) line of authority
- (ii) centralization
- (iii) unity of direction
- (iv) unity of command

- (c) Which worked on administrative management theory?

- I. Fayol
- II. Parker
- III. Weber

Choose the correct option :

- (i) I and III
- (ii) II and III
- (iii) None of these worked on administrative management theory
- (iv) I, II and III

- (d) _____ is the study of how to create an organizational structure that leads to high efficiency and effectiveness.

- (i) Scientific management
- (ii) Job specialization
- (iii) Administrative management
- (iv) Allocation management

(3)

- (e) _____ is the singleness of purpose that makes possible the creation of one plan of action to guide managers in resource allocations.
- (i) Unity of direction
 - (ii) Unity of command
 - (iii) Unity of authority
 - (iv) Unity of resources
- (f) Which is an organizational-environmental theory?
- I. The open-systems view
 - II. Contingency theory
 - III. The theory of bureaucracy
 - IV. Theory Z
- Choose the correct option :
- (i) I and II
 - (ii) I, III and IV
 - (iii) II, III and IV
 - (iv) I, II and III
- (g) Theory _____ is based on positive assumptions about workers.
- (i) Z
 - (ii) X
 - (iii) Y
 - (iv) C

(4)

- (h) The _____ theory states a manager's choice of organizational structures and control systems depends on characteristics of the external environment.
- (i) Mechanistic
 - (ii) Management science
 - (iii) Organic
 - (iv) Contingency
- (i) Which is not one of the Fayol's principles?
- (i) Authority and responsibility
 - (ii) Line of authority
 - (iii) Globalization
 - (iv) Unity of command
- (j) Which is not a management science theory?
- (i) Operations management
 - (ii) TQM
 - (iii) MIS
 - (iv) None of the above

2. Answer any three of the following : 4×3=12

- (a) Briefly explain the classical approach towards management and theory coined by its significant contributors.

- (b) What is planning? Explain the steps involved in planning.
- (c) Briefly discuss various tools used for development organization strategy.
- (d) Discuss various steps involved in decision-making process.
- (e) How is management by objectives understood? Discuss briefly the process of MBO.

- 3. Explain various techniques in selection process. 12
- 4. Planning is looking ahead, and control is looking back. Comment. 12
- 5. Discuss the factors of theory of motivation. 12
- 6. What is organizational communication? How important is communication to managers? 12
- 7. What are the steps in controlling process and state the essentials of effective controls? 12

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