

Roll No. ....

Total No. of Questions : 9]  
(1109)

[Total No. of Printed Pages : 3

**BCA UG (CBCS) RUSA IIIrd Semester  
Examination**

**3601**

**BUSINESS PRACTICES AND MANAGEMENT  
BCA-0302**

**Time : 3 Hours]**

**[Maximum Marks : 70**

**Note :-** Attempt *five* questions in all, selecting *one* question from each Unit. Question No. 9 is compulsory.

**Unit-I**

1. Discuss the macro and micro factors that affect the business environment. 10
2. Define joint stock company and also explain its main features. 10

**Unit-II**

3. Define management and bring out its importance in present day business. 10
4. Discuss the various functions of management as given by Henry Fayol. 10

**C-741**

( 1 )

Turn Over

### Unit-III

5. What is Decision-Making ? Explain the decision-making process. 10

6. Define Leadership. What are different styles of leadership ? 10

### Unit-IV

7. Define delegation of authority. Distinguish between delegation of authority and decentralisation. 10

8. What is Communication process ? Explain the various barriers to communication. 10

### (Compulsory Question)

9. (A) Short Answer Type Questions :

(i) Management is both Art and Science.

(True/False)

(ii) Henry Fayol is known as father of principles of management. (True/False)

(iii) Co-ordination is orderly arrangement of group efforts. (True/False)

(iv) Decision-making is concerned with the selection of ..... Alternative. (Two/Best)

C-741

( 2 )

(v) According to Maslow ..... need are satisfied at last. (Esteem/Self actualisation)

(vi) Grapevine is a/an ..... communication. (Formal/Informal)

(vii) The first function of management is ..... (Planning/Controlling)

(viii) Gangplank mean. (Equity/Scalar chain)

(ix) Planning is a process.

(Continuous/Static)

(x) The theory X and Y is given by.

(Maslow/Douglas McGregor)

1×10=10

(B) Short Answer Type Questions (25 to 50 words) :

(i) Define Industry.

(ii) What is Decision-Making ?

(iii) Delegation of Authority.

(iv) Bi-lateral Mental revolution.

5×4=20

C-741

( 3 )

Total No. of Questions : 9] [Total No. of Printed Pages : 3  
(1107)

**B.C.A. UG (CBCS) RUSA IIIrd Semester**  
**Examination**

**3842**

**BUSINESS PRACTICES AND MANAGEMENT**  
**BCA-302**

Time : 3 Hours] [Maximum Marks : { Regular : 70  
ICDEOL : 100

*Note :-* Attempt *five* questions in all, selecting *one* question from each Unit. Question No. 9 is compulsory.

**Unit-I**

1. Explain the factors of Business Environment.

2. What are the major forms of Business Organisation?

Discuss the advantages of Joint Stock Company. 14(20)

**Unit-II**

3. What is management? Explain the principles of Scientific Management.

4. Discuss management as a process.

14(20)

**CA-586**

( 1 )

Turn Over

### Unit-III

✓ What is Planning ? Discuss different types of planning. *found of Planning*

6. Discuss Maslow's theory and McGregor's X and Y theories of motivation. 14(20)

### Unit-IV

✓ What is the significance of organizing ? Explain and distinguish authority and responsibility. *Imp of organizing*

✓ What is Control ? Discuss the process of control. 14(20) *steps of control process, compulsory question*

### 9. Short Answer Type Questions :

(a) ✓ Definition of Commerce

(b) ✓ Micro Business Environment

(c) ✓ Esprit-de-corps

(iv) ✓ Recruitment

(v) ✓ Definition of leadership

CA-586 (2)

*Planning*

*crafty of human!*

✓ M.B.O. ✓

(vii) ✓ Meaning of Decision-making

(viii) ✓ Meaning of centralization of authority ✓

(ix) ✓ Communication network ✓

(x) ✓ Pinpoint control techniques 1.4×10=14(2×10=20)

1 Physio logical need

2 safety

3 social need

4 esteem and age

5 Selffulfillment

✓ 2

CA-586 (3)

① ② ③ ④ ⑤ ⑥ ⑦ ⑧



Roll No. ....

Total No. of Questions : 6]  
(2111)

[Total No. of Printed Pages : 4

**BCA (CBCS) RUSA IIIrd Semester  
Examination**

**4514**

**BUSINESS PRACTICES AND MANAGEMENT  
BCA-0302**

**Time : 3 Hours]**

**[Maximum Marks : 70**

**Part-A**

**(Compulsory Question)**

1. Select the correct answers of the following :

(i) The concept related with the exchange of goods and services is termed as :

- (a) Industry (b) Commerce  
(c) Both of these (d) None of these

(ii) The form of business organization having limited sources and unlimited liability is termed as :

- (a) Sole Proprietorship  
(b) Joint Stock Company  
(c) Both of these  
(d) None of these

**C-578**

( 1 )

Turn Over

- (iii) Which is not a form of business organization ?
- (a) Partnership
  - (b) Joint Stock Company
  - (c) Both of them are the forms of business organization
  - (d) Both of them are not the forms of business organization
- (iv) Who is known for the principles of scientific management ?
- (a) F.W. Taylor
  - (b) Henry Fayol
  - (c) Oliver Sheldon
  - (d) None of these
- (v) Planning is :
- (a) Thinking in advance of action
  - (b) Action taken in advance of thinking
  - (c) Action without thinking
  - (d) None of these
- (vi) Expectancy theory of motivation is given by :
- (a) Maslow
  - (b) McClelland
  - (c) Vroom
  - (d) None of these
- (vii) Which is a leadership style ?
- (a) Autocratic
  - (b) Free-rein
  - (c) Democratic
  - (d) All of these

**C-578**

( 2 )

- (viii) Who is known for the concept of MBO ?
- (a) Oliver Sheldon
  - (b) E.F.L. Brech
  - (c) Peter F. Drucker
  - (d) None of these
- (ix) Which is termed as organizing as a process ?
- (a) Authority and responsibility
  - (b) Centralization and decentralization
  - (c) Both of them
  - (d) None of them
- (x) Which is a managerial control technique ?
- (a) MIS
  - (b) Budget
  - (c) Both of them
  - (d) None of them

1×10=10

2. Give short answers of the following :

- (i) Define business environment.
- (ii) What do you understand by the Cooperative form of business organization ?
- (iii) What is the importance of management ?
- (iv) What do you understand by leadership in context to the organizations ?
- (v) Define control.

4×5=20

**C-578**

( 3 )

Turn Over

**Part-B**

10 each

3. What is Business ? Briefly explain the business system.

*Or*

What is Joint Stock Company ? What are the advantages and limitations of Joint Stock Company form of business organization ?

**Part-C**

10 each

4. What is Management ? Briefly explain the functions of management.

*Or*

State the principles of management according to Henry Fayol.

**Part-D**

10 each

5. What is Decision Making ? Explain the advantages of decision making.

*Or*

What do you know by Motivation ? Explain X and Y theories of Motivation.

**Part-E**

10 each

6. What are the essentials of an effective communication ? Briefly explain.

*Or*

What do you understand by Organizing ? Discuss the significance of organizing as a structure and as a process.