

**Bachelor of Computer Applications
Annual Examinations – 2006**

**Paper BCAD – 104
Principles of Management**

Time allowed: Three hours

Maximum Marks: 100

SECTION – I

Marks

Q1. Attempt all the questions given below:

1X20=20

1. Management is a process refers to different process or _____ of management.
2. Management has the integrating force in all kinds of organized _____.
3. The two streams of classical theorists are scientific management and _____ managements.
4. The inventor and chief architect of modern organisation theory was _____.
5. A plan is a determined course of _____.
6. Procedures are guides to _____ only.
7. Organisation is the edifice of _____ success.
8. There are _____ types of organisation.
9. The ten commandments of good organisation were formulated by _____.
10. Along with the authority _____ can not be delegated.
11. _____ barriers arise from the linguistic capability of the parties involved.
12. Motivation is an act of _____.
13. Recognition and reward are _____ in the Herzberg theory of motivation.
14. _____ people at the _____ job at the _____ time is the objective of staffing function.
15. Coordination prevents duplication and have minimizes _____ of effort and resources.
16. Coordination has to be accompanied by _____.
17. The _____ of performance should be in place for control function to work.
18. The costs of excellence are in the form of _____ and _____ costs.
19. Managerial excellence primarily focuses on _____.
20. _____ decision making is critical to any MBO model.

SECTION – II

Answer any six questions. All questions carry equal marks

5X6=30

1. Management is the effective utilization of human and material resources to achieve the enterprise's objectives. Comment
2. Is the management a profession? Discuss the implication of professionalism of management.
3. Explain the concept of a sub-system. How does it help in understanding the interdependence that exists in any organizational system?

4. Define objectives. Discuss the characteristic of business objectives.
5. What is planning? Discuss its importance and point out the various steps necessary in planning process.
6. Explain the nature and significance of the organisation in an enterprise.
7. Explain the different types of organisation giving their merits and demerits.
8. Define organisation design.

SECTION – III

Attempt any five questions. All questions carry equal marks

5X10=50

1. Differentiate between:
 - a) Line organisation and staff organisation.
 - b) Functional organisational and line-staff organisation.
 - c) Line organisation and functional organisation.
2. Discuss the various advantages and disadvantages of the line and staff organisation.
3. State the advantages and limitations of decentralization. Explain the techniques of decentralization.
4. Distinguish between:
 - a) Authority and responsibility
 - b) Authority and power
 - c) Responsibility and delegation
 - d) Specific limits of authority.
 - e) Authority and accountability.
5. Explain formal and informal communication. Explain their role in administration structure of modern production units.
6. Distinguish between theory X and theory Y of human behaviour. Why is theory Y more popular in modern times?
7. Define the term appraisal. How it is done? Explain the various methods adopted for appraisal.
8. State the principles of co-ordination. Explain the steps to achieve effective coordination in an organisation.