

**BACHELOR OF COMPUTER  
APPLICATION I YEAR  
EXAMINATION, 2010**

**Paper — BCAD-104**

**PRINCIPLE OF MANAGEMENT**

*Time : 2½ Hours*

*Maximum Marks : 70*

*(Write your Roll No. at the top immediately  
on receipt of this question paper.)*

*Answer all Sections as per instructions given  
in each Section.*

**SECTION - A (1 × 10 = 10)**

*Answer all questions.*

Fill in the blanks:

1. Management is a science of managing man, machine and \_\_\_\_\_.
2. A plan is a determined course of \_\_\_\_\_.
3. Procedures are guides to \_\_\_\_\_ only.
4. Forecasting is a technique of \_\_\_\_\_.
5. There are \_\_\_\_\_ types of organization.

P.T.O.

6. The ten commandments of good organization were formulated by \_\_\_\_\_ .
7. Organization chart is a \_\_\_\_\_ presentation of a firm's structure.
8. Feedback is a form of \_\_\_\_\_ communication.
9. Sensitivity training and Transactional Analysis are examples of \_\_\_\_\_ training.
10. A manager is considered to be a \_\_\_\_\_ decision maker.

**SECTION - B** (6 × 5 = 30)

*Answer any SIX questions.*

11. Describe the different functions of management.
12. What is Planning ? Discuss its importance and point out the various steps necessary in Planning process.
13. Discuss the importance and limitations of forecasting.
14. State briefly the difference between policy and procedure.
15. What are the objectives of organization ? Discuss the consequences of poor organization.

16. Why is communication vital for effective management?  
How does it improve Industrial relation ?
17. Describe the principles of Motivation.
18. What do you understand by decision-making ? What are its basic elements?
19. What is the difference between a control system and planning ?

**SECTION - C** (3 × 10 = 30)

*Answer any THREE questions.*

20. Differentiate between
- a) Line organization and Staff organization
  - b) Functional organization and line-staff organization.
21. What are the types of authority ? What are the sources of authority ? Explain.
22. Distinguish between:
- a) Authority and Responsibility
  - b) Authority and Power
  - c) Responsibility and Delegation .
  - d) Specific limits of authority.
  - e) Authority and Accountability.

23. Explain formal and informal communication ?  
Explain their role in administration structure of modern production units.

24. Explain the various steps in the process of decision-making. Which one is the most important and why?

