

Code : 303104

BCA 1st Semester Exam., 2018

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 (any six) : $2 \times 6 = 12$

- (a) Some policies are imposed by external forces, such as
 - (i) governmental regulatory agencies
 - (ii) employee demands
 - (iii) management decisions
 - (iv) lack of funding
- (b) While guiding organization members in appropriate directions, a manager exhibits
 - (i) consideration behaviour
 - (ii) authoritarian behaviour
 - (iii) theory Y behaviour
 - (iv) leadership behaviour

(Turn Over)

(2)

- (c) Individuals such as Albert Einstein, Edwin Land and Steven Jobs lead through which type of power?

- (i) Legitimate
- (ii) Reward
- (iii) Expert
- (iv) Charismatic

- (d) Communication begins with

- (i) encoding
- (ii) idea origination
- (iii) decoding
- (iv) channel selection

- (e) Functional managers are responsible

- (i) for a single area of activity
- (ii) to the upper level of management and staff
- (iii) for complex organizational sub-units
- (iv) for obtaining copyrights and patents for newly developed processes and equipment

- 7 Policies are sometimes defined as a/an
- (i) shortcut for thinking
 - (ii) action plan
 - (iii) substitute for strategy
 - (iv) substitute for management authority

- (g) One method of bringing a group to agreement is called
- (i) proportional values
 - (ii) consensus
 - (iii) accordance
 - (iv) conformance

- (h) In general, if a policy is not thought out and established
- (i) a situation requiring action will arise
 - (ii) social issues will cause change in the organization
 - (iii) managers will be hired from the outside
 - (iv) there will be significant staff turnover

(Turn Over)

- (i) The problem-solving process begins with
- (i) clarification of the situation
 - (ii) establishment of alternatives
 - (iii) identification of the difficulty
 - (iv) isolation of the cause
- (j) A major problem with a task force type of management is
- (i) there is no logical basis for task force information
 - (ii) that its status is too inflexible
 - (iii) accountability
 - (iv) lack of planning

2. Answer any three questions : 4×3=12

- (a) Define management and discuss on the nature and scope of management.
- (b) What is planning? How is it done?
- (c) Why is decision making an integral part of management?
- (d) Differentiate between formal and informal organization.
- (e) Differentiate between delegation and centralization.

(5)

Answer any *three* questions :

12×3=36

3. Deliberate on the functions of management.
4. Elaborate on scientific management according to F. W. Taylor.
5. Elaborate on neoclassical theory of management.
6. What is recruitment? Discuss on the various sources of recruitment.
7. What is management by objectives? Discuss on the features.

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