

.....  
**BACHELOR OF COMPUTER APPLICATIONS (CBCS - 2018 COURSE)**  
**B.C.A. Sem-II : WINTER- 2022**  
**SUBJECT : PRINCIPLES OF MANAGEMENT**

Day : Friday

Time : 02:00 PM-05:00 PM

Date : 16-12-2022

**W-18763-2022**

Max. Marks : 60

---

**N.B :**

- 1) **Q. No. 5** from **Section – I** is **COMPULSORY**.
  - 2) Solve **Any TWO** from **Q.No.1** to **Q. No.4** in **Section – I**.
  - 3) Solve **Any TWO** from **Q.No.6** to **Q. No.8** in **Section – II**.
  - 4) Figures to the right indicate **FULL** marks.
  - 5) Answers to both sections should be written in **SAME** answer book.
- 

**SECTION - I**

- Q.1** a) Differentiate between management and administration. (06)  
b) Discuss functions of management in detail. (06)
- Q.2** a) State in detail steps involved in decision making process. (06)  
b) Discuss process of setting objectives for a business firm. (06)
- Q.3** a) State importance of organization structure. (06)  
b) What is recruitment? State different sources of recruitment. (06)
- Q.4** a) Discuss in detail steps involved in selection process. (06)  
b) Define leadership. What are the different types of leadership? (06)
- Q.5** Write short note on **ANY THREE** of the following: (12)  
a) Zero based budgeting  
b) Use of IT in controlling  
c) Decentralization  
d) Positive and negative motivation

**SECTION - II**

- Q.6** 'Planning and Controlling are interlinked with each other.' Elaborate. (12)
- Q.7** Design the organization structure for a private bank who provides multiple services to customers. Support your answer with appropriate reasons. (12)
- Q.8** State use of Henry Fayol's principles in today's business firms. (12)

\* \* \* \* \*