

NJR/KS/18/6601

Bachelor of Commerce (Computer Application) (B.C.C.A.) Semester—II (C.B.C.S.) Examination
PRINCIPLES OF BUSINESS MANAGEMENT

Compulsory Paper—2

Time : Three Hours]

[Maximum Marks : 80

N.B. :— (1) **ALL** questions are compulsory.

(2) Draw well labelled diagram wherever necessary.

PART—A

N.B. :— (1) **ALL** questions carry equal marks.(2) Answer should not be in more than **five** lines.

1. Explain the meaning of management.
2. State the functions of management.
3. What do you mean by Induction ?
4. Give the definition of Informal organisation.
5. Evaluate the Training and Development.
6. Define Job Satisfaction.
7. Write the forms of communication.
8. Point out the benefits of control.

8×2=16

PART—B

N.B. :— (1) Each question carries equal marks.(2) Answer should not be more than **five** lines.

1. Describe the levels of management.
2. Differentiate between Management and Administration.
3. What are the types of co-ordination ?
4. Explain the selection process of employee.
5. State the advantages of Training.
6. Explain the Non-Monetary Incentives.
7. Explain the purpose of communication.
8. Point out the characteristics of Leadership.

8×3=24

PART—C

N.B. :— Answer should not be more than **400** words for **5** marks questions and **600** words for **10** marks questions respectively.

1. (a) Explain the importance of planning. 5
- (b) Mention the process of management. 5

OR

- (c) 'Management — A Science or an Art' ? Discuss. 10

2. (a) State the techniques of co-ordination. 5
(b) Point out the importance of proper staffing. 5
- OR**
- (c) Define organisation. Explain its principles. 10
3. (a) Mention the criteria of Performance Appraisal. 5
(b) Distinguish between monetary incentives and non-monetary incentives. 5
- OR**
- (c) Elaborate the classification of compensation. 10
4. (a) State the workers, participation in management. 5
(b) Bring out the new approaches to leadership. 5
- OR**
- (c) Discuss the recent planned changes in the corporate sector in India. 10