

Total No. of Questions : 10] [Total No. of Printed Pages : 3

**Paper Code : 21302**

**F-402**

**B.C.A. (First Semester) Examination, 2018**

**(New Course)**

**Paper-No. BCA-102**

**FUNDAMENTALS OF MANAGEMENT**

**Time : 3 Hours | [ Maximum Marks : 70**

**Note :-** Attempt five questions in all, selecting at least two each from Section A and Section B. All questions carry equal marks.

**Section-A**

1. What is 'Management' ? Explain in detail taking the example of your family.
2. What was the concept of Scientific Management ? Illustrate in detail.

**S-213**

**( 1 )**

**Turn Over**

3. "Planning is said to be an attempt to anticipate the future." Comment.
4. In any organisation, who is responsible for taking required decisions ? Explain the detailed steps involved in decision-making process.
5. What is an 'Organisation' ? Explain the various types of organisations with examples.

**Section-B**

6. Write notes on the following :
  - (a) Authority and Responsibility
  - (b) Delegation of authority
7. What is Motivation ? Explain two important theories of motivation.
8. What are the basic elements of communication ? How will you overcome the barriers of communication ?

**S-213**

**( 2 )**

- 9 Describe the types of controlling. What is the relationship between planning and controlling ?
- 10 How does a computer is beneficial to a manager specifically in financial management field ? Explain in detail

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