

Roll No.

[illegible]

Total No. of Questions : 07

BCA (2014 to 2018) (Sem.-6)

Subject Code : BSBC-601

M.Code : 71210

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. **SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.**
2. **SECTION-B contains SIX questions carrying TEN marks each and a student has to attempt any FOUR questions.**

SECTION-A

1. Write a short note on :

- a. What are the characteristics of sole proprietorship?
- b. Enlist objectives of planning.
- c. Differentiate between formal and informal organizations.
- d. Define Management by Objectives (MBO)
- e. What is delegation of authority?
- f. Enlist various functions of management.
- g. Define Motivation.
- h. What is meant by span of management?
- i. What is the significance of performance appraisal?
- j. Highlight importance of training the employees.

SECTION-B

2. What is planning? What are the various steps in planning? Elaborate.
3.
 - a. Explain characteristic features various types of organization structures.
 - b. Describe various techniques of control.
4. Define Staffing. Outline the importance of manpower management in an organization.
5. Write short note on :
 - a. Recruitment and selection
 - b. Centralization vs. decentralization
6. Explain various theories of leadership with suitable examples.
7. Explain nature and scope of management. Briefly describe various functions of management.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.