

Roll No.

97604

**B.C.A 1st Semester (Old)
Examination–December, 2012**

Business Practice

Paper BCA-104

Time : 3 hours

Max. Marks : 75

Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard will be entertained after the examination.

Note : Attempt any **five** questions. All questions carry equal marks.

1. What is planning ? What is its importance ?
Also point out its important characteristics.

2. Define control as function of management.
Explain in brief on the various tools and techniques used for the purpose.

3. What do you mean by computer-based employees information system (CBEIS) ?
What are its important elements ? Give some example of CBEIS and illustrate its important features.
4. Differentiate between formal and informal groups. How informal groups are formed in an organization ?
5. What do you mean by H.R. Planning ?
Discuss the steps needed for effective planning.
6. Differentiate between training and development. Also explain the various methods used for development of employees.

7. What do you understand by Annuity analysis and Compounding analysis ? Illustrate through suitable examples.

8. Explain the following :

(a) Production Scheduling

(b) EOQ

(c) PERT.
