

GALGOTIAS EDUCATIONAL INSTITUTIONS
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QUESTION BANK

Principle of Management
& Communication (KCA 103)

MCA I SEM



by

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UNIT 1: Management

Short Answer Type Questions

1. What is the meaning of management, and why is it essential for organizations?
2. Define the scope of management and briefly explain its four functions.
3. What are the qualities of an efficient manager according to management principles?
4. What is the light room study in Hawthorne Experiment?

Medium Answer Type Questions

5. Explain level of management in detail. What is the role of each level in term of management and employee's interaction? Explain.
6. Differentiate between Management and Administration.
7. Explain F.W. Taylor scientific theory of management in detail. What are the positive impacts of FW Taylor Management theory? Explain.

Long Answer Type Questions

8. What are the principles of management given by Henri Fayol? Explain.
Different
9. Explain Hawthorne studies and its phases in detail. What are the outcomes of each phase of Hawthorne Study? Explain.
10. Compare between FW Taylor and Henri Fayol theories of management.
How both theories differ from each other? Explain using examples

UNIT 2: Planning and Organising

Short Answer Type Questions

1. Why is planning considered a fundamental function in organizational management?
2. Differentiate between rules and policies.
3. Illustrate a neatly drawn organizational chart depicting a Departmental Line Organizational Structure and its individual components.
4. What is the primary purpose of delegation in organizational management?

Medium Answer Type Questions

5. Explain the steps involved in the planning process and how they contribute to effective organizational management.
6. What are the various types of plans? Explain any four.
7. Compare between Functional and Divisional Organisational structure.

Long Answer Type Questions:

8. Explain any one decision making model used in management.
9. Describe the key elements of organizational design and how they impact the overall effectiveness of an organization.
10. Discuss the concepts of centralization and decentralization in organizational structure. What factors influence the choice between the two, and how does it impact organizational dynamics?

UNIT 3: Directing

Short Answer Type Questions

1. What is the significance of motivation in the workplace, and why is it essential for organizational success?
2. What is the Principle of Critical Point Control?
3. Define leadership and highlight its importance in organizational settings.
4. What factors are considered while setting standards in controlling process?

Medium Answer Type Questions

5. Explain the concept of motivation, emphasizing its importance and the need for fostering a motivated work environment.
6. Explain the following:
 - i. Direct vs Indirect Control
 - ii. Physical vs Financial Control
7. Discuss the concept of ROI.

Long Answer Type Questions

8. Explain Maslow Need Hierarchy theory and its expansion ERG theory in detail.
9. Describe the different leadership styles and their implications for organizational culture and employee performance.
10. Discuss the principles of directing in management, outlining how effective leadership and motivation contribute to the success of the directing process.
11. Given: Price = Rs 8, AVC = Rs 6 and TFC = Rs 50,000. Find break even quantity.
 - a) What happens to break even quantity if price increases to Rs 10.
 - b) What happens to break even quantity if AVC increases to Rs 7.

AVC = Average Variable Cost

TFC = Total Fixed Cost