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MCA
(SEM-I) THEORY EXAMINATION 2020-21
PRINCIPLES OF MANAGEMENT AND COMMUNICATION

Time: 3 Hours**Total Marks: 100****Note: 1.** Attempt all Sections. If require any missing data; then choose suitably.**SECTION A****1. Attempt all questions in brief.****2 x 10 = 20**

Qno.	Question	Marks	CO
a.	Define Management.	2	1
b.	Specify the functions of management.	2	1
c.	Mention the types of Leadership style.	2	2
d.	Interpret the meaning of controlling.	2	3
e.	Define Organizing.	2	2
f.	What is Decentralization?	2	2
g.	What are the cultural barriers?	2	4
h.	What is Body Language?	2	5
i.	Define Espirit de corps.	2	2
j.	Explain Organizational Design.	2	2

SECTION B**2. Attempt any three of the following:****3 x 10 = 30**

Qno.	Question	Marks	CO
a.	Why are Management systems required? Explain the tools of management.	10	1
b.	Elucidate the contributions of F.W. Taylor to Management.	10	1
c.	Is Management being a Science or Art. Discuss.	10	1
d.	Discuss the contemporary theories of Motivation.	10	
e.	Draft a business letter to XYZ Company regarding the renewal of the Annual Maintenance Contract for furniture of your company.	10	5

SECTION C**3. Attempt any one part of the following:**

a.	Explain Vroom's theory of Motivation.	10	3
b.	Explain the principles of Management advocated by Henry Fayol.	10	1

4. Attempt any one part of the following:

a.	What are the objectives of Planning? Illustrate the steps in Planning.	10	2
b.	Examine the characteristics of good communication and state of good barriers.	10	4

5. Attempt any one part of the following:

a.	Explain the flow of communication Downward, Upward, Lateral, or Horizontal.	10	4
b.	What do you mean by Planning? Discuss steps in planning.	10	2

6. Attempt any one part of the following:

a.	Describe in detail about Directing and principles of directing.	10	3
b.	Describe and Elaborate process of Controlling.	10	3

7. Attempt any one part of the following:

a.	Describe the barriers involved in effective communication in detail. Explain few suggestions for Managers to overcome barriers to communication.	10	4
b.	What do you understand by Leadership? Discuss the functions of leadership and various styles of leadership.	10	5