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Total Number of Pages: 03

MCA  
MCA 204

**2<sup>nd</sup> Semester Regular Examination 2016-17**  
**Principles and Practices of Management**

**BRANCH: MCA**

**Time: 3 Hours**

**Max Marks: 100**

**Q.CODE:Z520**

**Answer Part-A which is compulsory and any four from Part-B.**  
**The figures in the right hand margin indicate marks.**

**Part – A (Answer all the questions)**

**Q1 Answer the following questions:multiple type or dash fill up type (2 x 10)**

- a) \_\_\_\_\_ is not a part of management process.**  
(A) Organizing  
(B) Training  
(C) Controlling  
(D) Planning
- b) The 'Head of the Dept.' falls in which level of management?**  
(A) Top  
(B) Middle  
(C) Client  
(D) None of the above
- c) Under mechanism of scientific management, scientific task setting includes:**  
(A) Time study  
(B) Motion study  
(C) Method study  
(D) All of the above
- d) Management as a discipline is the function of\_\_\_\_\_.**  
(A) Science  
(B) Art  
(C) Creativity  
(D) All of the above
- e) According to Robert L Katz, which is not a managerial skill?**  
(A) Technical Skill  
(B) Human Skill  
(C) Conceptual Skill  
(D) Analytical Skill
- f) Tactical planning related to \_\_\_\_\_ level of management?**  
(A) Top  
(B) Middle  
(C) Supervisory  
(D) Both (A) and (B)
- g) 'Rules' are ,**  
(A) Specific regulations for organization function.  
(B) General documentations.  
(C) Step by step process to accomplish objective.  
(D) None of the above
- h) The objectives in corporate governance are**  
(A) Growth  
(B) Stability

- (C) Shareholders value maximization  
 (D) All of the above
- i) **10- The word \_\_\_\_\_ denotes a function, a task, a discipline.**  
 (A) Management  
 (B) Leadership  
 (C) Motivation  
 (D) None of the above
- j) **\_\_\_\_\_ is defined as the record of outcomes produced on a specific job function or activity during a specific time period.**  
 (A) Performance  
 (B) Work function  
 (C) Evaluation  
 (D) None of the above

**Q2 Answer the following questions: Short answer type (2 x 10)**

- a) Define Scientific Management?  
 b) List out the Functions of management?  
 c) What do you mean by Management level and briefly describe their functions?  
 d) Define Decision Making?  
 e) What is unity of command?  
 f) What is Organization Structure?  
 g) What do you mean by delegation of power?  
 h) Briefly describe vision , mission and values in the prospect of management ?  
 i) What is performance Appraisal?  
 j) What do you mean by budget?

**Part – B (Answer any four questions)**

- Q3 a) Describe management and its features in detail? (10)**  
**b) Explain the contributions of F.W.Taylor to Management? (5)**
- Q4 a) Describe Fayol’s principles of management? (10)**  
**b) What is behavioral management? Describe Elton Mayo’s matrix on team dynamics? (5)**
- Q5 a) What do you mean by effective supervision? Describe the elements for effective supervisory practices? (10)**  
**b) Discuss the advantages and limitation of planning? (5)**
- Q6 a) Explain the concept of Organizational structure and describe its elements? (10)**  
**b) What are the steps in decision making process? (5)**
- Q7 a) What is staffing? Describe all elements of staffing functions? (10)**  
**b) What do you mean by span of management? (5)**
- Q8 a) What do you mean by delegation? Describe the factors associated with delegation and discuss the guidelines for effective delegation? (10)**  
**b) How division of work helps in entrepreneurship development? (5)**
- Q9 a) Describe the challenges created by IT as a control tool? (10)**  
**b) Discuss the different control techniques in management? (5)**