



**BHARATI VIDYAPEETH'S**

**INSTITUTE OF COMPUTER APPLICATIONS & MANAGEMENT (BVICAM)**  
(Affiliated to Guru Gobind Singh Indraprastha University, Approved by AICTE, New Delhi)  
A-4, Paschim Vihar, Rohtak Road, New Delhi-110063, Visit us at: <http://www.bvicam.in/>

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**Practice Questions for Theory**

**MCA-I Semester**

**Course Code: MCA 109      Course Name: Principles and Practices of Management**

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**Unit-I**

1. "Management is defined as the creation and maintenance of an internal environment in an enterprise where individuals working together in groups can perform efficiently and effectively towards the attainment of group goals".
2. "Fayol was of the opinion that his principles are not only applicable to business organisations, but could be applied to social, political, religious and other organisations also with the same degree of clarity and success." Discuss and give arguments for and against universality concept.
3. "The objective function of a business is to maximize profits. It has nothing to do with social responsibilities." Do you agree with this? Explain.
4. Explain the concept of management and bring out its importance in present day context.
5. "Management is the process by which managers create, and maintain organization through coordinated, cooperative human efforts." In the light of this statement explain the concept of management and bring out its importance in present - day context.
6. "Management is the effective utilization of human and material resources to achieve the enterprise's objectives." comment.
7. List the contributions of Max Weber's Ideal Bureaucracy towards Management.
8. Discuss the nature and scope of management. Is management a science or an art or both?
9. Illustrate the concept of Business Ethics. Enumerate the ethical behavior towards customers and workers.
10. Is management a profession? Give arguments for and against the professionalization of management.
11. Clearly explain the concept and significance of management. Distinguish between management and administration.
12. "Management is the art of getting things done through people". Comment.
13. What are the functions of a manager? Briefly explain various managerial skills.
14. Compare and contrast various theories of management. Which approach would you suggest and why?
15. "F. W. Taylor is said to be the father of scientific management and

- Henri Fayol, the father of principles of management." Explain this statement.
16. "The fundamental functions of management are universal. They are applicable to all situations." Discuss.
  17. Discuss the contributions of 'Hawthorne Experiments' in the development of managerial thinking.
  18. What is the contingency approach to management?
  19. Robert Owen has been referred to as the father of personnel management. Comment.
  20. "Elton Mayo is known as the father of human relations school." comment.
  21. Write Short note on the following:
    - a) Level of management
    - b) Interpersonal Roles of Managers
    - c) Managerial skills
    - d) Management as a Process
    - e) Management Vs. administration
    - f) Importance of management
    - g) Scientific management
    - h) Concept of business ethics
    - i) esprit de corps

## Unit-II

1. "Planning is the process of deciding in advance what is to be done, who is to do it, how it is to be done and when it is to be done." Comment.
2. "A decision is an act of choice wherein an executive forms a conclusion about what must be done in a given situation. A decision represents a course of behaviour chosen from a number of possible alternatives." Comment.
3. "Whatever a manager does, he does through decision-making." Comment.
4. Point out the difference between planning and forecasting and explain the various steps involved in planning.
5. Elaborate the benefits and the problems of MBO? What steps will you advise the organization to take for successful introduction and operation of MBO?
6. Write short note on "Delegation of Authority & Delegation of Responsibility".
7. Bring out the factors affecting centralization / decentralization. Also highlight the merits and demerits of centralization and decentralization with examples.
8. What do you mean by departmentation? Discuss in detail about the different strategies adopted in departmentation.
9. How programmed decision is different from non-programmed decision?
10. Discuss the concept of corporate planning. How does strategic planning differ from operational/tactical planning?
11. "Without planning business becomes random in nature and decisions become meaningless and adhoc choices." Comment.
12. Discuss the various steps in forecasting. Why is forecasting important in modern business?
13. Explain the concept of span of control/span of management. What factors influence the span of control in an organisation?
14. What do you mean by decision-making? Briefly describe the steps involved in the process of decision-making.
15. Explain in brief "rational Decision-making". What are its limitations?
16. Explain the features of classical organization theory.
17. Difference between the nature of short- term planning and long- term planning.
18. Compare Line, functional and line and staff organizations. Which of these will be appropriate for a large manufacturing enterprise?
19. Discuss the basic considerations to be kept in view while designing an organization structure.
20. Discuss the role of planning in a modern business organization. Enumerate the steps involved in planning process.
21. Explain the term 'span of control'.
22. How does planning bridge the gap between present and future?
23. Explain five barriers to effective planning.

24. Write short note on the following:
- a) Limitations of forecasting
  - b) Functional organization
  - c) Matrix organization
  - d) Departmentation
  - e) Line organization structure

### Unit-III

1. "Motivation is the complex of forces starting and keeping a person at work in an organisation. Motivation is something that moves the person to action in positive direction." Comment.
2. Discuss the need and significance of staffing and personnel management in modern organization.
3. What is manpower planning? What are its benefits to an industrial enterprise?
4. Explain the steps in the process of job analysis.
5. What is meant by recruitment? Distinguish between recruitment and selection of employees.
6. Discuss the different sources of recruitment of employees for a big organization.
7. Define recruitment. What are the merits and demerits of external sources of recruitment?
8. As personnel manager of a large company, what sources of recruitment would you prefer in filling up clerical vacancies?
9. Define promotion. Compare the merits and demerits of recruitment through promotion and recruitment from outside.
10. Explain in brief the selection procedure followed by an industrial organization with which you are familiar.
11. Define training. Explain the importance of training to an industrial concern.
12. What is meant by training? What are its objectives? How is it different from development?
13. What is meant by on-the-job training? Discuss any two such methods.
14. Explain the concept of performance appraisal and indicate its principle benefits.
15. What are the different methods of performance appraisal?
16. Discuss the MBO approach to performance appraisal. What are its limitations?
17. Discuss the nature and importance of direction in managing. What are the elements of direction?
18. Discuss the importance of effective supervision in modern organization.
19. What is motivation? What does Maslow's hierarchy of needs tell us about people's need?
20. Explain Herzberg's two-factor theory and differentiate it from Maslow's theory of need hierarchy.
21. Distinguish between hygiene factors and motivation factors. To what extent is Herzberg's theory of motivation useful in practical management?
22. How do McGregor's theory X and theory Y of human behavior help motivation of employees? Which one is applicable in India?
23. "Money holds the key to work motivation in modern business organization." Discuss and explain the role of non-financial incentives in motivation.

#### Unit-IV

1. "Leadership is the inter-personal influence exercised in a situation and directed through communication process towards the attainment of specified goals." Comment.
2. "Communication is the sum of all the things one person does when he wants to create understanding in the mind of another. It is a bridge of meaning it involves a systematic and continuous process of telling, listening and understanding." Comment.
3. "Leader decides the future of organization, Different leadership styles exist among leaders in different times and in different situations". Discuss and give the important leadership styles.
4. What are the barriers to communication? How can they be overcome? Explain with the help of suitable examples.
5. In what ways is communication important for effective managerial performance? As a manager, how would you ensure that you are an effective communicator?
6. "Control is the process of checking actual performance against the agreed standards of plans with a view to ensuring progress and satisfactory performance." Comment.
7. How formal channels of communication provide vertical, horizontal and lateral flow?
8. Explain briefly the types of skills required for effective communication in the organization.
9. Explain types of network with diagrams for formal and informal communication.
10. How directions of flow of communication help in achieving effective communication in the organization?
11. What is informal communication? How can grapevine be used by the management for efficient management?
12. What are the functions of a leader? Explain.
13. "Performance appraisal is the systematic evaluation of the individual with respect to his performance on the job and his potential for development." Discuss this statement and explain the significance of performance appraisal.
14. "Control is a fundamental function that ensures work accomplishment according to plans." Analyse this statement and outline the various steps involved in control process.
15. What do you understand by leadership and styles of leadership? What is the importance of leadership in modern business?
16. Explain the concept of total quality management. Describe its elements and importance.