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MCA
(SEM I) THEORY EXAMINATION 2024-25
PRINCIPLES OF MANAGEMENT & COMMUNICATION

TIME: 3 HRS

M.MARKS: 100

Note: Attempt all Sections. In case of any missing data; choose suitably.

SECTION A

1. Attempt all questions in brief. 2 x 10 = 20

Q no.	Question	CO	Level
a.	Explain management.	1	K2
b.	List the steps of management process.	1	K1
c.	Name the key steps involved in the planning process.	2	K1
d.	Explain the concept of organizational design and structure.	2	K2
e.	List the key principles of directing.	3	K1
f.	Explain motivation with respect to organizational behaviour.	3	K2
g.	Summarize communication.	4	K2
h.	Explain technical communication.	4	K1
i.	What is resume?	5	K1
j.	Explain interview.	5	K2

SECTION B

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

a.	Identify the essential qualities of an efficient management team. How do these qualities contribute to the success and sustainability of an organization?	1	K3
b.	Assess a commonly used decision-making model. How does this model help managers make informed and rational decisions?	2	K5
c.	Analyze different leadership styles and their impact on team performance and the essential qualities for an effective leader to possess.	3	K4
d.	Identify the types of flow of communication in an organisation.	4	K3
e.	Evaluate group discussion, its purpose and importance.	5	K5

SECTION C

3. Attempt any one part of the following: 10 x 1 = 10

a.	List the key steps involved in the management process. How do planning, organizing, staffing, directing, and controlling contribute to effective management?	1	K4
b.	Compare and contrast the contributions of F.W. Taylor and Henry Fayol to the development of management thought. How did their ideas shape modern management practices?	1	K5

4. Attempt any one part of the following: 10 x 1 = 10

a.	Discuss the need for organizing in an organization. How does organizing contribute to the smooth functioning and coordination of various activities?	2	K6
b.	Compare and contrast centralization and decentralization in organizational structures.	2	K5

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5. Attempt any one part of the following: 10 x 1 = 10

a.	Explain the basic steps involved in the control process. How do these steps ensure that organizational activities are aligned with planned objectives?	3	K5
b.	Discuss various control techniques used in organizations. How do these techniques help in monitoring and regulating performance to ensure desired outcomes?	3	K6

6. Attempt any one part of the following: 10 x 1 = 10

a.	Explain communication barrier, its types and ways to overcome it.	4	K5
b.	Examine the key steps involved in the communication process. How do these steps contribute to the successful transmission and understanding of a message?	4	K4

7. Attempt any one part of the following: 10 x 1 = 10

a.	Analyze essential interview skills for success in a job interview.	5	K4
b.	Develop a job application and resume for a job opening in ACM Services , Mumbai for the post of Executive Support Services.	5	K3

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