

QUESTION BANK

BCA 604: PRINCIPLE AND PRACTICES OF MANAGEMENT

UNIT 1: NATURE OF MANAGEMENT

1. Define the term “management”
2. Explain the basic functions of management.
3. Write a short note on human relation school of management.
4. Define contingency theory of management
5. What are the principles of scientific management given by Taylor?
6. Explain the role of management.
7. Explain the 14 principles of management enunciated by Henry Fayol.
8. Distinguish between fayol’s principle of unity of command and unity of direction
9. “Management is a distinct process consisting of activities of planning, organizing, staffing, directing, controlling in order to attain the objectives of the organisation” comment on the statement.

UNIT 2: PLANNING

1. Define the term planning
2. Explain in detail the steps involved in process of planning.
3. Define nature and purpose of planning.
4. Explain different type of planning.
5. What do you understand by Management by Objectives?
6. What are the benefits of Management by Objectives?
7. Discuss the limitation of Management by Objectives.
8. Define decision making.
9. Explain the essential steps involved in decision making process.
10. Explain various types of decisions.

UNIT 3: ORGANIZING

1. Explain briefly the meaning of organizing.
2. Explain nature and purpose of organizing.
3. What is departmentation?
4. Briefly explain basis of departmentation.
5. Explain the concept of span of management.
6. What do you understand by delegation of authority?
7. What are the elements of delegation?
8. “Delegation of authority is the key to organization” discuss the above statement.
9. What do you mean by decentralization?
10. Discuss the concept of line and staff relationship.
11. Explain the basis of delegation.

UNIT 4: DIRECTING PROCESS

1. What is directing as a managerial function?

2. Explain the principles of directing.
3. Discuss the causes of human relation problems in an organization.
4. What should a manager do to establish healthy human relations in an organization?
5. Explain the importance of directing in an organization.

UNIT 5: CONTROL

1. State the meaning of controlling.
2. Explain the various steps involved in controlling process.
3. Explain the techniques of managerial control.
4. Write short note on
 - a) Management audit
 - b) Budgetary control
 - c) Management information system
 - d) Responsibility accounting
5. Discuss the traditional techniques of controlling.
6. “Planning provides basis for control” discuss.

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