

M.C.A. Sem - I (Choice Based Credit System 2011 & 2012 Course) :

SUMMER - 2019

SUBJECT : MANAGEMENT FUNCTIONS

Day : Saturday
Date : 27/04/2019

S-2019-2163

Time : 02.00 PM TO 05.00 PM
Max. Marks : 100

N.B.:

- 1) Attempt **ANY FOUR** questions from Section – I and **ANY TWO** questions from Section – II.
 - 2) Answers to both the sections should be written in **SAME** answer books.
 - 3) Figures to the right indicate **FULL** marks.
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SECTION – I

- Q.1** Define Management. Explain management process in detail. [15]
- Q.2** What is MBO? How far it is applicable in day-to-day practice in a firm? [15]
- Q.3** Define Organization Structure. Draw organization structure of multinational IT company and briefly explain the functions of any one department of your choice. [15]
- Q.4** Frame the manpower planning process for a large scale banking firm in India. [15]
- Q.5** What is leadership? What are the different styles of leadership? Explain with suitable examples. [15]
- Q.6** Write short notes on **ANY THREE** of the following: [15]
- a) Social responsibility of management
 - b) Effective Communication
 - c) Informal organization
 - d) Distinguish between authority and responsibility

SECTION – II

- Q.7** Assume you are the manager of an electrical engineering department of an engineering firm. You have just completed a forecast of the department's human resource needs. The forecast indicates a likely shortage of college trained engineers. How will you recruit job applicants to meet the shortfall? [20]
- Q.8** As a manager who recognizes the importance of a sound performance appraisal system, what guidelines would you follow in preparing such a performance appraisal system? [20]
- Q.9** IT companies are prone to employees leaving the jobs for better opportunities. What do you think are the causes for the above and what measures would you embark on, as a HR manager to address this issue? [20]

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