

**M.C.A. SEM - I (CHOICE BASED CREDIT SYSTEM 2011 & 2012  
COURSE ) : SUMMER - 2018**

**SUBJECT : MANAGEMENT FUNCTIONS**

Day : **Monday**  
Date : **07/05/2018**

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

**S-2018-1786**

**N.B.:**

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

**SECTION – I**

- Q.1** “Management is getting things done by others”. Explain with reference to various functions of management. [15]
- Q.2** Compare the contributions of Taylor and Fayol to the field of management. [15]
- Q.3** Define Organization. Why is it regarded as the foundation upon which the whole structure of management is built? [15]
- Q.4** What do you mean by centralization? What are its advantages? [15]
- Q.5** Write in detail the procedure of recruitment of employees. [15]
- Q.6** Discuss the principles of the direction. [15]
- Q.7** Write short notes on **ANY THREE** of the following: [15]
- a) Corporate social responsibility
  - b) Steps involved in planning
  - c) Communication
  - d) Leadership styles

**SECTION – II**

- Q.8** A ‘start up’ (new venture) in the Information Technology sector has already employed some competent professionals. With its business building up the management is planning to recruit ten more ‘IT’ professionals. They will be required to generate ‘software’ for Insurance, Banking and Tourism sectors. Suggest steps to the management for recruiting the right talent and further to retain the staff thus employed. [20]
- Q.9** “Highly skilled staff usually does not like a close supervision, but workers with low skills, have to be supervised closely to ensure efficiency in work”. Discuss this statement, quoting suitable examples. [20]
- Q.10** A management consultant has been appointed to advise the management of a company, which was having a high labour turn-over, though its pay-scales were similar to other companies in the neighbourhood. While taking round of the company premises, he found there were no notice boards any where. Besides, there was not a single ‘Workers Suggestion Box’. First thing he recommended was installation one notice board in each production department, one in canteen and one in workers changing room. He said, “Just see, more communication flowing upward and downward will soon reduce the labour turn-over”. Discuss. [20]

\* \* \* \*