MANAGEMENT FUNCTIONS

Duration: 2 hrs   Marks: 50

INSTRUCTIONS: 1) All questions are compulsory.
2) Figures to right indicate marks.

Q.1.A) Answer the following: (10)
1) Define strategy.
2) What is organization chart?
3) What do you mean by leadership development?
4) What is grapevine communication?
5) Define controlling.

Q.2.A) Explain the concept of planning as an element of management process? Discuss its role in present day business organizations.   (5)
B) Define MBO. Explain the limitations of MBO.   (5)
OR
X) Define planning. Explain different types of plans.   (5)
Y) What do you mean by Management by objectives? What are the different steps involved in it?   (5)

Q.3.A) "No delegation is complete without a clear understanding of duties, authority and obligation." Explain. What difficulties do frequently arise in delegating in actual practice?   (5)
B) Explain in detail the traits theory of leadership.   (5)
OR
X) What do you mean by power? How does it differ from authority? Explain in brief the bases of power in an organization?   (5)
Y) "A good leader is not necessarily a good manager." Discuss this statement and compare leadership with management.   (5)

Q.4.A.i.) Explain the concept of motivation.   (2½)
ii.) Explain in brief Frederick Herzberg's two factor theory.   (2½)

B) "Decision making is the fundamental task of each and every manager" in the light of this statement explain the importance of decision making in management.   OR   (5)

X) Write a detailed note on Mc gregor's theory 'X' and theory 'Y'.   (5)
Y.i) What do you mean by decision making?   (2½)
ii) Explain programmed and non-programmed decisions.   (2½)

Q.5.A) Define communication. Explain in detail the process of communication.
(5)
B) Define the concept of managerial control. Explain the nature and significance of control.   (5)
OR
X.i) Explain in brief the two potential problems which may emerge out of two way communication.   (2½)
ii) Explain any two merits of written communication.   (2½)
Y) Explain the essentials of effective control system.   (5)

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