

Code No: 812AH

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD****MCA II Semester Examinations, January - 2018****ORGANIZATION STRUCTURE AND PERSONNEL MANAGEMENT****Time: 3 Hours****Max. Marks: 60****Note:** This question paper contains two parts A and B.

Part A is compulsory which carries 20 marks. Answer all questions in Part A. Part B consists of 5 Units. Answer any one full question from each unit. Each question carries 8 marks and may have a, b, c as sub questions.

**PART - A****5 × 4 Marks = 20**

- 1.a) Write short notes on 'authority and responsibility'. [4]
- b) What are the Responsibilities of a manager? [4]
- c) Elaborate Salient features of job specification. [4]
- d) Briefly explain functional level strategy. [4]
- e) What is the Importance of Communication? [4]

**PART - B****5 × 8 Marks = 40**

2. Explain in detail the classical theories of organization and briefly discuss the salient features of each theory. [8]

**OR**

3. Discuss in detail the various levels of authority and supplement your answer with suitable examples. [8]

4. Explain elaborately the duties of a personnel manager. What are the policies to be formulated in personnel function? [8]

**OR**

5. Discuss in detail the various principles and philosophies of personnel function. [8]

6. How can manpower forecasting be done in the organizations? What are the problems that may arise during manpower planning process? [8]

**OR**

7. Explain in detail the various methods of training with the help of examples. [8]

8. Prepare a strategic plan by taking an organization of your choice. [8]

**OR**

9. Discuss in detail the various phases of planning and also describe why effective planning is essential for success of the organizations? [8]

10. Explain in detail the various barriers of effective communication. How can they be overcome? [8]

**OR**

11. Discuss in detail how conflicts can be managed through communication skills. [8]