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Register Number:

Name of the Candidate:

M.C.A. DEGREE EXAMINATION, May 2015

(FIFTH SEMESTER)

542. MANAGEMENT CONCEPTS AND COMMUNICATION

Time: Three hours

Maximum: 100 marks

SECTION -A

(8 × 5 = 40)

Answer any EIGHT questions

1. Differentiate between administration and management.
2. What are the objectives of planning? Explain.
3. Briefly discuss about decentralization.
4. Explain the importance of departmentation.
5. List the various sources of recruitment.
6. Define leadership and explain its basic features.
7. List out the advantages and limitations of controlling.
8. Explain the process of communication.
9. Discuss the significance of business letter.
10. How do you prepare agenda and minutes of meetings?

SECTION -B

(3 × 20 = 60)

Answer any THREE questions

11. Discuss management hierarchy in detail.
 12. What is delegation of authority? Discuss the merits and problem of delegation.
 13. Explain Maslow's need hierarchy theory of motivation and its weakness.
 14. What do you understand by budgetary control? Explain how it serves as a control mechanism.
 15. Explain different types of oral communication in detail.
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