

Vidya Vikas Mandal's
Shree Damodar College of Commerce & Economics, Margao-Goa
SY BCA, Semester IV, End Semester Examination, April 2017
Sub: Management Functions (BCA403)

Duration: 2 hrs

Max Marks: 50 mks

Instructions:

- 1 All questions are compulsory
- 2 Start each new question on a fresh page
- 3 Figures to the right indicate maximum mark

Q1. Write short notes on :- (Any 5)

(10 Mks)

- a) McClelland's Theory of Motivation
- b) Standing Plans
- c) Strategic Decisions
- d) Sources of Leadership
- e) Oral Communication
- f) Informal Organisation Structure
- g) Horizontal Communication

Q2. A) State and explain features of planning.

(5 Mks)

B) Highlight the advantages of Management by Objectives technique.

(5 Mks)

OR

X) State and explain the process of Organising.

(5 Mks)

Y) Discuss the advantages of Centralisation in an organisation.

(5 Mks)

Q3. A) Discuss the importance of effective leadership in an organisation.

(5 Mks)

B) State and explain the powers of managers as leaders.

(5 Mks)

OR

X) Discuss McGregor's Theory X and Theory Y in brief.

(5 Mks)

Y) Explain in brief Maslow's Theory of Motivation.

(5 Mks)

Q4. A) Highlight the advantages of decision making in an organisation.

(5 Mks)

B) State and explain the steps in decision making process.

(5 Mks)

OR

X) Explain the essentials of ideal or effective control system.

(5 Mks)

Y) State and explain the process of Controlling.

(5 Mks)

Q5. A) Explain Written and Non-verbal communication in brief.

(5 Mks)

B) Discuss the process of communication.

(5 Mks)

OR

X) State and explain the barriers to communication.

(5 Mks)

Y) Highlight the disadvantages of decentralization.

(5 Mks)