

Vidya Vikas Mandal's
Shree Damodar College of Commerce & Economics, Margao-Goa
SY BCA, Semester IV, 1 Supplementary Examination, May/June 2019
Sub: Management Functions (BCA403)

Duration: 2 hrs

Max Marks: 50 mks

Instructions:

- 1 Write short notes on: (Any 5) *All questions are compulsory*
- 2 *Start each new question on a fresh page*
- 3 *Figures to the right indicate maximum marks*

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

(10 Mks)

- a) Proactive Plans
- b) Horizontal Communication
- c) Informal Organisation Structure
- d) Single use Plans
- e) Expert Power of a Leader
- f) Routine Decisions
- g) Alderfer's ERG Theory

Q2. A) State and explain the advantages of planning to the company.

(5 Mks)

B) Explain the advantages of MBO technique.

(5 Mks)

OR

X) Explain the need and importance of organising function.

(5 Mks)

Y) State and explain the advantages of decentralisation in an organisation.

(5 Mks)

Q3. A) Explain the qualities of an Ideal leader.

(5 Mks)

B) State and explain the leadership functions of a manager.

(5 Mks)

OR

X) Explain McGregor's Theory X and Theory Y Theory of Motivation.

(5 Mks)

Y) Explain the advantages of motivating the employees to the organisation.

(5 Mks)

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

(5 Mks)

B) State and explain the process of decision making.

(5 Mks)

OR

X) State and explain the process of controlling.

(5 Mks)

Y) Explain the importance of controlling function in an organisation.

(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 centralisation.

(5 Mks)