

MANAGEMENT FUNCTIONS (BCA 403)

Duration: 2 hours

Marks: 50

- Instruction:**
- 1) All questions are compulsory
 - 2) Figures to the right indicate full marks
 - 3) Start each new question on fresh page

Q No. 1) A) Fill in the blanks

(5 mks)

- i) _____ is a technique and philosophy of managing any business enterprise.
- ii) There is a horizontal flow of authority in _____ organisation.
- iii) _____ theory is an extension of the traits theory but is superior in certain respects.
- iv) _____ is the selection based on some criteria from two or more possible alternatives.
- v) _____ generally operates like a cluster chain.

Q No. 1) B) Match the following

(5 mks)

Column 'A'

- 1) Reactive planning
- 2) Authority
- 3) Maslow's theory
- 4) Encoding
- 5) Power

Column 'B'

- a) Communication
- b) Human needs
- c) Legitimate
- d) External events
- e) Managerial position

Q No. 2) A) Discuss about planning in Indian organizations

(10 mks)

(OR)

Q No. 2) X) What do you mean by Delegation of Authority? State and explain its advantages.

Q No. 3) A) State and explain the various principles of organizing

(10 mks)

(OR)

Q No. 3) X) What is Power? Explain the various sources of power

Q No. 4) A) Discuss the advantages and disadvantages of Situational leadership theory.

(10 mks)

(OR)

Q No. 4) X) State and explain different types of Decisions

Q No. 5) A) Explain Herzberg's Dual Factor theory of motivation

(10 mks)

(OR)

Q No. 5) X) Discuss the different types of Communication