

Vidya Vikas Mandal's
Shree Damodar College of Commerce & Economics, Margao-Goa
SY BCA, Semester IV, End Semester Examination, April 2018
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 marks

- Q1. Write short notes on :- (Any 5) (10 Mks)**
- a) Informal Organisation Structure
 - b) Single use Plans
 - c) Expert Power of a Leader
 - d) Diagonal Communication
 - e) McClelland's Need Theory
 - f) Crisis Decisions
 - g) Reactive Plans
- Q2. A) State and explain the importance of Planning in an organization. (5 Mks)**
B) Highlight the essentials of a Good Plan. (5 Mks)
- OR**
- X) Explain the process of Organizing. (5 Mks)**
Y) Discuss the factors affecting Organisation structure. (5 Mks)
- Q3. A) State and explain the importance of effective leadership in an organisation. (5 Mks)**
B) Explain the qualities of an Ideal leader. (5 Mks)
- OR**
- X) Explain the importance of Motivating employees to the organisation. (5 Mks)**
Y) Explain Maslow's Need Hierarchy Theory. (5 Mks)
- Q4. A) Highlight the importance of Decision making in an organisation. (5 Mks)**
B) State and explain the steps in Decision making. (5 Mks)
- OR**
- X) State and explain the process of Controlling. (5 Mks)**
Y) Explain the importance of Controlling in an organisation. (5 Mks)
- Q5. A) Explain the benefits of Communication function to the organisation. (5 Mks)**
B) Discuss the barriers to Communication. (5 Mks)
- OR**
- X) State and explain the advantages of Centralisation. (5 Mks)**
Y) Highlight the measures to overcome barriers to Communication. (5 Mks)