

Vidya Vikas Mandal's
Shree Damodar College of Commerce & Economics, Margao-Goa
SY BCA, Semester IV, MAY/JUNE SUPPLEMENTARY EXAMINATION 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 mark

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

- a) Alderfer's ERG Theory
- b) Formal and Informal plans
- c) Non-verbal communication
- d) Coercive Power of Leader
- e) Sources of Leadership
- f) Formal Organisation Structure
- g) Written Communication

(10 Mks)

- Q2. A) State and explain the features of Planning.**
B) Explain the Process of Management by Objective technique.

(5 Mks)

(5 Mks)

OR

- X) State and explain the importance of Organising function in an organisation.**
Y) Discuss the advantages of Decentralisation in an organisation.

(5 Mks)

(5 Mks)

- Q3. A) State and explain the Leadership functions of a manager.**
B) Explain 3 Leadership Theories in brief.

(5 Mks)

(5 Mks)

OR

- X) Discuss Herzberg's Hygiene Theory of motivation.**
Y) Explain Maslow's Theory of Motivation.

(5 Mks)

(5 Mks)

- Q4. A) Highlight the advantages of Decision making in an organisation.**
B) State and explain the types of Decisions taken by the manager.

(5 Mks)

(5 Mks)

OR

- X) Explain any 5 Control techniques adopted in an organisation.**
Y) State and explain the process of Controlling.

(5 Mks)

(5 Mks)

- Q5. A) Explain the types of Communication classified on the basis of direction.**
B) Discuss the process of Communication.

(5 Mks)

(5 Mks)

OR

- X) State and explain the barriers to Communication.**
Y) Highlight the disadvantages of Centralization.

(5 Mks)

(5 Mks)