

Goa Vidyaprasarak Mandal's
GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE
AND ECONOMICS, PONDA-GOA
B.C.A (SEMESTER-IV) EXAMINATION, APRIL 2019
MANAGEMENT FUNCTIONS

Duration: 2 Hrs

Marks: 50

Instructions: 1. All Questions are compulsory.
2. Figures to the right indicate marks.

- Q.1.A) Answer the following. (2×5)
- a) What is corporate Planning?
 - b) What do you understand by Organisation Structure?
 - c) Define leader.
 - d) Explain the Importance of Motivation.
 - e) Significance of Communication.
- Q.2.A) Define Planning. Explain in detail the steps involved in the Planning Process. (5)
- B) Explain the Advantages and Disadvantages of M.B.O. (5)
- OR**
- X) "Planning is a primary function of Management" with respect to the statement explain the features of Planning to an organisation. (5)
- Y) What is M.B.O. Explain the features of M.B.O. (5)
- Q.3.A) What is the Concept of Organising? Explain the Process of Organisation.(5)
- B) How is Informal Organisation relevant to managers? In what ways, can Managers make most effective use of Informal Organisation? (5)
- OR**
- X) What do you mean by Power? How does it differ from Authority? (5)
- Y) What is Delegation of Authority? Point out the factors that affect Delegation of Authority adversely? (5)
- Q.4.A) "A good leader is not necessarily a good manager". Discuss this statement and compare leadership with Management. (5)
- B) Explain the following:
- I. Maslows's Need Hierarchy (2^{1/2})
 - II. Alderfer's ERG Theory (2^{1/2})
- OR**
- X) Explain the following:
- I. Charismatic theory of leadership (2^{1/2})
 - II. Leadership styles (2^{1/2})
- Y) What is Motivation? Explain the features of Motivation. (5)
- Q.5.A) what is Decision Making? Explain the various guidelines for making effective Decision. (5)
- B) State and Explain Merits and Demerits of Oral Communication. (5)
- OR**
- X) What are the different barriers to effective Communication? What are the steps taken to overcome these barriers? (5)
- Y) What do you mean by Controlling? Identify its importance in business organisation. (5)