LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

**B.B.A.** DEGREE EXAMINATION – **BUSINESS ADMINISTRATION**

FIRST SEMESTER – NOVEMBER 2012

# BU 1500 - BUSINESS MANAGEMENT

 Date : 08/11/2012 Dept. No. Max. : 100 Marks

 Time : 1:00 - 4:00

**PART - A**

**Answer all the questions: (10x2=20)**

1. Define administration.

2. What is management process?

3. Define communication.

4. What do you mean by leadership?

5. What is strategic planning?

6. Define organization chart.

7. What is business ethics?

8. Define ‘Job Analysis’.

9. What is morale?

10. What is delegation of authority?

**PART - B**

**Answer any FIVE questions: (5x8=40)**

11. Describe the scope and objectives of management.

12. Explain the importance of staffing.

13. State the essentials of a sound plan.

14. Describe the principals of co-ordination.

15. Explain the functions of a supervisor.

16. Suggest measures to improve morale.

17. State the problems in control process.

18. Distinguish between co-ordination from co-operation.

**PART - C**

**Answer any TWO questions: (2x20=40)**

19. Explain F.W.Taylor’s contribution to management thought.

20. Explain the scope of social responsibilities of business. How will you reconcile conflict in the claims

 of different groups.

21. What are leadership styles? Explain each one of them.

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