



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

**B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP**

FIRST SEMESTER – NOVEMBER 2016

**BC 1500 - BUSINESS MANAGEMENT**

Date: 05-11-2016  
Time: 01:00-04:00

Dept. No.

Max. : 100 Marks

**SECTION – A**

**Answer ALL the questions:**

**(10x2=20 Marks)**

1. What is Management?
2. Is management an Art?
3. State the importance of Top Management.
4. What is procedure?
5. Write a note on decentralization.
6. What is selection?
7. Define motivation.
8. What is 'on the job training'?
9. What is PERT/CPM?
10. What is Co-ordination?

**SECTION – B**

**Answer any FIVE questions:**

**(5x8=40 Marks)**

11. State the differences between administration and management.
12. Write the importance of delegation of authority.
13. Define 'organising' and explain the process of organization.
14. What is Span of management? Discuss the factors affecting span of management
15. What is an organization chart? List out the features of free – form organization.
16. Discuss any three sources of recruitment.
17. What do you mean by performance appraisal? Discuss its needs.
18. Explain the qualities of a good leadership.

**SECTION – C**

**Answer any TWO questions:**

**(2x20=40 Marks)**

19. Evaluate the contribution of F.W. Taylor to the evolution of management science.
20. "Planning is to look ahead, control is to look back." Discuss
21. Discuss the Maslow's theory of motivation.

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