

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



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

**FIRST SEMESTER – NOVEMBER 2018**

**16/17/18UBC1MC01 – BUSINESS MANAGEMENT**

Date: 22-10-2018

Dept. No.

Max. : 100 Marks

Time: 09:00-12:00

SECTION – A

ANSWER ALL THE QUESTIONS.

(10 x 2=20)

1. List the essential features of Management.
2. What are Planning premises?
3. Enumerate the significance of Decision making.
4. Write a note on Bounded Rationality.
5. What is functional departmentation?
6. Give the meaning of Organization charts and manuals.
7. What is on the job training? Give examples.
8. What is Job Enrichment?
9. How is Morale significant?
10. List the qualities of a good supervisor.

SECTION – B

ANSWER ANY FOUR QUESTIONS.

(4 x 10=40)

11. Discuss the contribution of F.W. Taylor to Management.
12. Briefly outline the role of a manager in an organization.
13. State the importance and limitations of planning for an organization.
14. List the steps involved in the decision making process.
15. What is span of management? Explain the factors that determine span of management.
16. Discuss the need hierarchy theory and hygiene theory of motivation.
17. Explain the elements of communication process.

SECTION – C

ANSWER ANY TWO QUESTIONS.

(2 x 20=40)

18. Give an account of the Managerial functions in an organization.
19. Explain in detail the various types of plans.
20. Bring out the commonly used internal and external sources of recruitment.
21. Discuss the functions and styles of leadership.

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