



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – ALLIED

THIRD SEMESTER – NOVEMBER 2022

UCO 3401 – FUNDAMENTALS OF MANAGEMENT

Date: 01-12-2022

Dept. No.

Max. : 100 Marks

Time: 09:00 AM - 12:00 NOON

SECTION – A

ANSWER ALL QUESTIONS:

(10x 2 = 20 marks)

1. Define the term Management.
2. What do you mean by Delegation?
3. Write a note on 'Promotion'.
4. Explain the term 'Performance Appraisal system'.
5. Define Communication.
6. What do you mean by Controlling?
7. What is Planning?
8. List out the qualities of a successful leader.
9. What do you mean by Span of Management?
10. Define MBO.

SECTION – B

ANSWER ANY FOUR QUESTIONS:

(4x 10 = 40 marks)

11. Explain in brief the functions of a good Management.
12. What are the steps involved in Planning?
13. Describe the objectives of Recruitment in an organization.
14. How one can make communication effective in an organization? –Discuss.
15. Define Interview. Explain the various types of Interview.
16. Discuss in brief the objectives of training program offered to the employees.
17. Briefly explain the features of co-ordination.

SECTION – C

ANSWER ANY TWO QUESTIONS:

(2 x 20 = 40 marks)

18. Enumerate in detail the principles of a good organization.
19. Explain the various methods of Performance Appraisal system used in an organization.
20. Describe in detail the barriers for effective communication and suggest the ways to overcome the same.
21. What is Decentralization? Explain the advantages of effective decentralization.

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