

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



B.B.A. DEGREE EXAMINATION – BUSINESS ADMINISTRATION

FIRST SEMESTER – NOVEMBER 2019

16/17/18UBU1MC01 – BUSINESS MANAGEMENT

Date: 30-10-2019

Dept. No.

Max. : 100 Marks

Time: 09:00-12:00

SECTION - A (10 X 2 = 20 MARKS)

Answer all the Questions.

1. List out the levels of management.
2. List out the skills of a manager.
3. Define decision-making.
4. What are planning premises?
5. Write notes on span of control.
6. What is delegation?
7. Define staffing.
8. What is directing?
9. What is management by exception?
10. Define coordination.

SECTION - B (4X10=40 MARKS)

Answer Any Four Questions.

11. Explain the significance of coordination.
12. Discuss the roles of a manager.
13. Explain the essentials of a sound plan.
14. Describe the essentials of effective decentralization.
15. Explain the importance of motivation.
16. Discuss the barriers to communication.
17. Explain the principles of effective coordination.

Section C (2X 20 = 40 marks)

Answer any Two questions.

18. Describe Henri Fayol's principles of management.
19. Discuss the steps in decision-making process.
20. Explain the sources of recruitment.
21. Explain the importance of control.
