

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



B.Com.DEGREE EXAMINATION –CORPORATE SECRETARYSHIP

FIRST SEMESTER – APRIL 2018

17/16UBC1MC01– BUSINESS MANAGEMENT

Date: 25-04-2018

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

SECTION – A

Answer ALL the questions:

(10x2=20)

1. Is management an art? Give reasons.
2. What do you understand by intermediate management?
3. What is meant by programme?
4. Write a short note on decision making.
5. Give the meaning of the term span of management.
6. Write a note on organizational manual.
7. Define motivation.
8. What do you mean by supervision?
9. Give a note on management audit.
10. State any two need for a sound control system.

SECTION – B

Answer any FOUR questions:

(4x10=40)

11. Enlist the main functions of top management.
12. Explain the skills of managers.
13. Trace out the problems involved in planning.
14. Make a distinction between policies and rules.
15. Distinguish between formal and Informal Organisation.
16. How can you make written communication more effective?
17. List out the main requirements of an effective control system.

SECTION - C

Answer any TWO questions:

(2x20=40)

18. Discuss in detail the functions of Management.
19. Explain the various stages involved in the selection of candidates for jobs.
20. Compare and contrast – Theory X and Theory Y.
21. Discuss the modern management control techniques.
