LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

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

SECOND SEMESTER – **APRIL 2022**

UBC 2501 – BUSINESS MANAGEMENT

(21 BATCH ONLY)

Date: 16-06-2022   Dept. No.   Max. : 100 Marks
Time: 01:00 PM - 04:00 PM

	SECTION A		
Answer ALL the Questions			
1.	**Define the following**	**(5 x 1 = 5)**	
a)	What is Functions of management	K1	CO1
b)	Decision making	K1	CO1
c)	Functional organization.	K1	CO1
d)	Servant leadership.	K1	CO1
e)	List out the Stages in control.	K1	CO1
2.	**Fill in the blanks**	**(5 x 1 = 5)**	
a)	POSDCORB _____	K1	CO1
b)	**Making assumptions for the future is called _____.**	K1	CO1
c)	Adhoc committee _____	K1	CO1
d)	Two factor theory was found by _____	K1	CO1
e)	Planning is theoretical whereas controlling is _____	K1	CO1
3.	**Match the following**	**(5 x 1 = 5)**	
a)	Graicuna's Theory (i) Blake & Mouton	K2	CO1
b)	**Steps to be taken to enforce a policy** (ii) Span of management	K2	CO1
c)	**Grouping the activities** (iii) Procedure	K2	CO1
d)	Likert's scale (iv) Results	K2	CO1
e)	Focus of controlling is on (v) Divisional structure		
4.	**TRUE or FALSE**	**(5 x 1 = 5)**	
a)	Esprit de corps means union is strength	K2	CO1
b)	Coordination **describes one of the concepts, that is crucial for the smooth running of an organisation.**	K2	CO1
c)	Delegation is optional.	K2	CO1
d)	Vroom's expectancy theory is NOT a content theory.	K2	CO1
e)	Integrates employee efforts is not a process of controlling.	K2	CO1

SECTION B		
Answer any TWO of the following in 100 words. **(2 x 10 = 20)**		
5 Discuss the techniques of scientific management.	K3	CO2
6. What is PERT? Explain its characteristics, advantages and limitations.	K3	CO2
7. Explain the concept, merits and criticisms against Herzberg's two factor theory.	K3	CO2
8. List out the advantages and limitations of line and staff organisation.	K3	CO2
SECTION C		
Answer any TWO of the following in 100 words. **(2 x 10 = 20)**		
9. Explain the various types of communication.	K4	CO3
10. "Forecasting is the essence of planning." - Discuss	K4	CO3
11. Discuss the various techniques of control.	K4	CO3
12. What are the advantages of democratic leadership?	K4	CO3
SECTION D		
Answer any ONE of the following in 250 words. **(1 x 20 = 20)**		
13. Explain the functions of management.	K5	CO4
14. Discuss the various steps involved in the process of planning?	K5	CO4
SECTION E		
Answer any ONE of the following in 250 words **(1 x 20 = 20)**		
15. Explain the various functions of supervisor.	K6	CO5
16. Explain the different types of organisation in detail with suitable examples.	K6	CO5

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