

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**U.G. DEGREE EXAMINATION – ALLIED****THIRD SEMESTER – APRIL 2023****UCO 3401 – FUNDAMENTALS OF MANAGEMENT**

Date: 12-05-2023

Dept. No.

Max. : 100 Marks

Time: 01:00 PM - 04:00 PM

SECTION A**Answer ALL the Questions****1. Define the following terms****(5 x 1 = 5 Marks)**

a)	Esprit De Corps	K1	CO1
b)	Structured Decision	K1	CO1
c)	Organisation	K1	CO1
d)	Direction	K1	CO1
e)	Co-ordination	K1	CO1

2. Fill in the blanks**(5 x 1 = 5 Marks)**

a)	_____ is the father of Scientific Management	K1	CO1
b)	selecting one alternative from among many alternatives is what is called _____	K1	CO1
c)	_____ explains the positions and official relationship between the various individuals working in an organisation.	K1	CO1
d)	The process of assigning work to subordinates and giving them the authority to carry out the same is called _____	K1	CO1
e)	The _____ function of Management verifies the effectiveness of planning.	K1	CO1

3. Match the following**(5 x 1 = 5 Marks)**

	'A'	'B'		
a)	Henry Fayol	Theories X and Y	K2	CO1
b)	planning	Changes in Government Policies	K2	CO1
c)	Official rights	14 Principles	K2	CO1
d)	Douglas McGregor	Budgets	K2	CO1
e)	Uncontrollable factors	Authority	K2	CO1

4. True or False**(5 x 1 = 5 Marks)**

a)	Management is both a Science and an Art a. True b. False	K2	CO1
b)	Planning and Decision making are different a. True b. False	K2	CO1
c)	Rules and procedures are important in informal organisation a. True b. False	K2	CO1
d)	The Method of motivation can be Negative a. True b. False	K2	CO1
e)	Control essentially means to 'to look back' a. True b. False	K2	CO1

SECTION B**Answer any TWO of the following****(2 x 10 = 20 Marks)**

5.	Distinguish Management from Administration	K3	CO2
6.	Mention the characteristics of Decision Making.	K3	CO2

7.	Bring out the salient features of Autocratic Leadership style.	K3	CO2
8.	Outline the important principles of direction	K3	CO2

SECTION C

Answer any TWO of the following (2 x 10 = 20 Marks)

9.	Explain the role played by a manager in a business organisation.	K4	CO3
10.	What are the advantages of Planning? Explain.	K4	CO3
11.	Summarize the different types of organisation.	K4	CO3
12.	Discuss the importance of control. What are the essentials of effective control of system?	K4	CO3

SECTION D

Answer any ONE of the following (1 x 20 = 20 Marks)

13.	Define Management. Discuss its functions in detail.	K5	CO4
14.	Explain the various administrative problems in Decision making.	K5	CO4

SECTION E

Answer any ONE of the following (1 x 20 = 20 Marks)

15.	Draw a simple model of the process of Communication and Explain.	K6	CO5
16.	'Co-ordination is the very essence of management' – Discuss.	K6	CO5

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