

**LOYOLA COLLEGE (AUTONOMOUS) CHENNAI – 600 034****B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP****FIRST SEMESTER – NOVEMBER 2024****UBC1MC01 – BUSINESS MANAGEMENT**

Date: 13-11-2024

Dept. No.

Max. : 100 Marks

Time: 09:00 am-12:00 pm

SECTION A - K1 & K2 (CO1)

Q.No	Levels	Answer ALL the Questions	(10 x 2 = 20)
1	K1	Define Management.	
2		State any four features of a good plan.	
3		What is organising?	
4		Define motivation.	
5		What is budgetary control?	
6	K2	Outline any four differences between management and administration.	
7		Explain forecasting.	
8		What is span of management?	
9		List the qualities required for a successful leader.	
10		Outline two characteristics feature of coordination.	

SECTION B – K3 & K4 (CO2)

		Answer ALL the Questions	(4 x 10 = 40)
11	K3	Identify different levels of management. Briefly describe the functions of different levels of management.	
		[OR]	
12		Explain the characteristics features of planning.	
13		Classify different types of authority.	
	K4	[OR]	
14		Explain characteristics features of leadership.	
15		Explain the various elements of control.	
		[OR]	
16	K4	Discuss the importance of forecasting.	
17		Differentiate formal and informal organisation.	
		[OR]	
18		Explain various types of coordination that can take place in an organisation.	

SECTION C – K5 & K6 (CO3)

		Answer ALL the Questions	(2 x 20 = 40)
19	K5	Explain Elton Mayo contribution to management thought.	
		[OR]	
20		Discuss the process of decision making.	
21	K6	Discuss the Maslow's theory of motivation. What are its defects?	
		[OR]	
22		Explain the techniques of achieving effective coordination.	
